

Business Math and Personal Finance Test Generator

Baggetta_Ware Series of Literary Test Generators
©2009 Version 3.3 for Windows PC
(Versions also available for Mac OS X)

Our Business Math and Personal Finance Test Generator offer state of the art methods for test creation. Save yourself hours of reading and organization when it comes to setting up test for study of business terminology in these important fields.

With a few clicks of the computer mouse you can generate a kaleidoscope of tests or worksheets that can be used over and over again in all of your classes – never duplicating the same format and outwitting students who might be collecting your testing material for distribution among their friends.

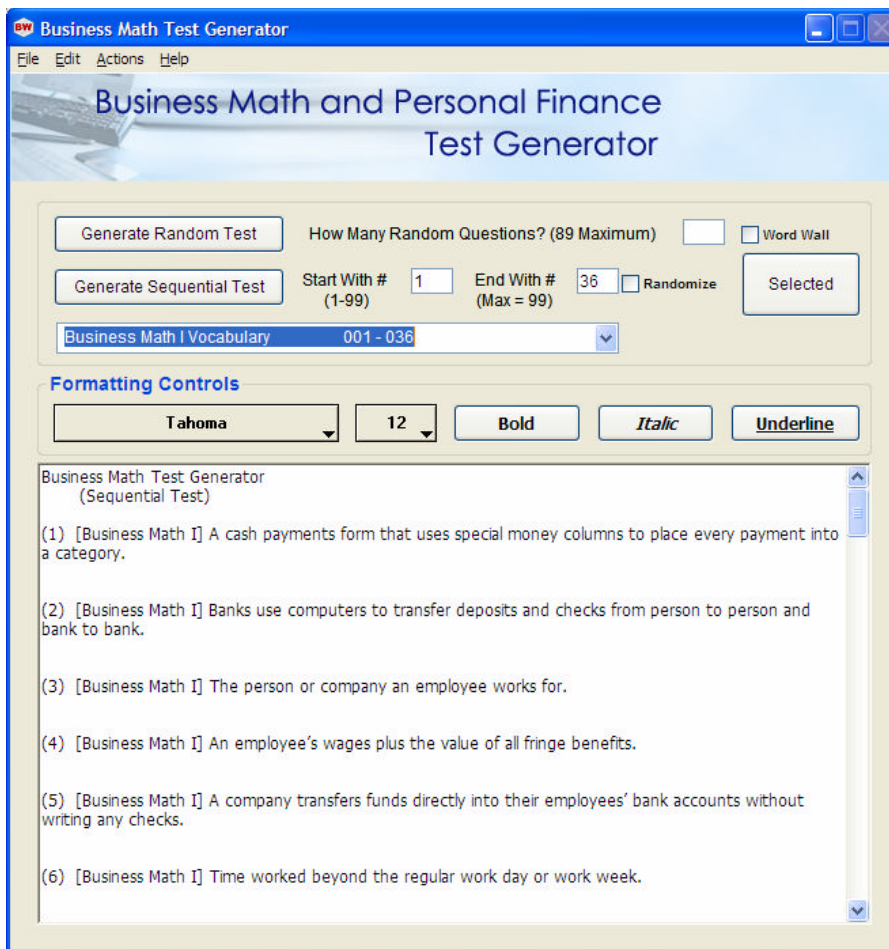
Here are some of the program features:

- ? Quickly create a variety of **short answer or fill-in** tests from our built-in database of questions and answers.
- ? Create tests **sequentially** – the order in which they are set up in the database (following the sequence of the literary work or historical events).
- ? Create tests **randomly** – order is selected by the program from the entire database of questions and answers (from any part in the literary work or historical events).
- ? Create tests **within a range** – order is selected sequentially or randomly (your choice) within a range of chapters, scenes, stanzas, etc. Enter a range of numbers or choose from a hand drop-down list of sections available.
- ? Create tests **selectively** – from the database of questions and answers you select what you want to use.
- ? Sheets can include a word wall of answers to choose from if a teacher so desires.
- ? All tests and sheets you create with the program are accompanied by **Teacher Answer Keys**.
- ? Questions can be easily converted from short answer or fill-in to multiple choice by simply adding your own possible choices of answers for each question created.
- ? Import your own questions to enrich the on-board database we offer.
- ? Create your own questions and lists to import into the program using our on-board Question Editor.
- ? Create more than one test on screen at a time.
- ? Edit the test (if you choose) on screen before printing.

- ? Copy and Paste tests into your favorite word processor for printing or print directly from the program screen.
- ? Use your lists of vocabulary words and definitions to create scrambled words vocabulary sheets for homework, in-class practice, or testing.
- ? No program installation is required – you can run if from the project file you download or directly from the CD, if you purchase the program in that format.
- ? We offer dozens of free vocabulary lists other than business related at our site that can be downloaded to your computer and then used with the scrambled words feature.

Business Math and Personal Finance Test Generator is easy to use once you learn the basic features, so let's start by looking at the main screens and menus and what they have to offer.

When you click the icon in your program folder the program starts immediately with the main work screen, shown here:



At the top of the screen you see the main control pane of test generating buttons.

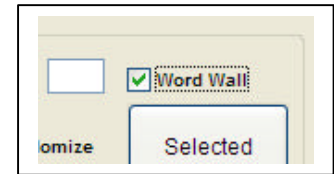
Beneath the control pane is the Formatting Controls pane and the test window.

As you can see, the test will appear nicely formatted in the window after you make a selection, but you can select the material and use the formatting controls to enhance the look of your text even more.

If you use the scroll bar, you can view more of the

questions in the test, if available, and at the end of the test you will find the Teacher Answer Key printed.

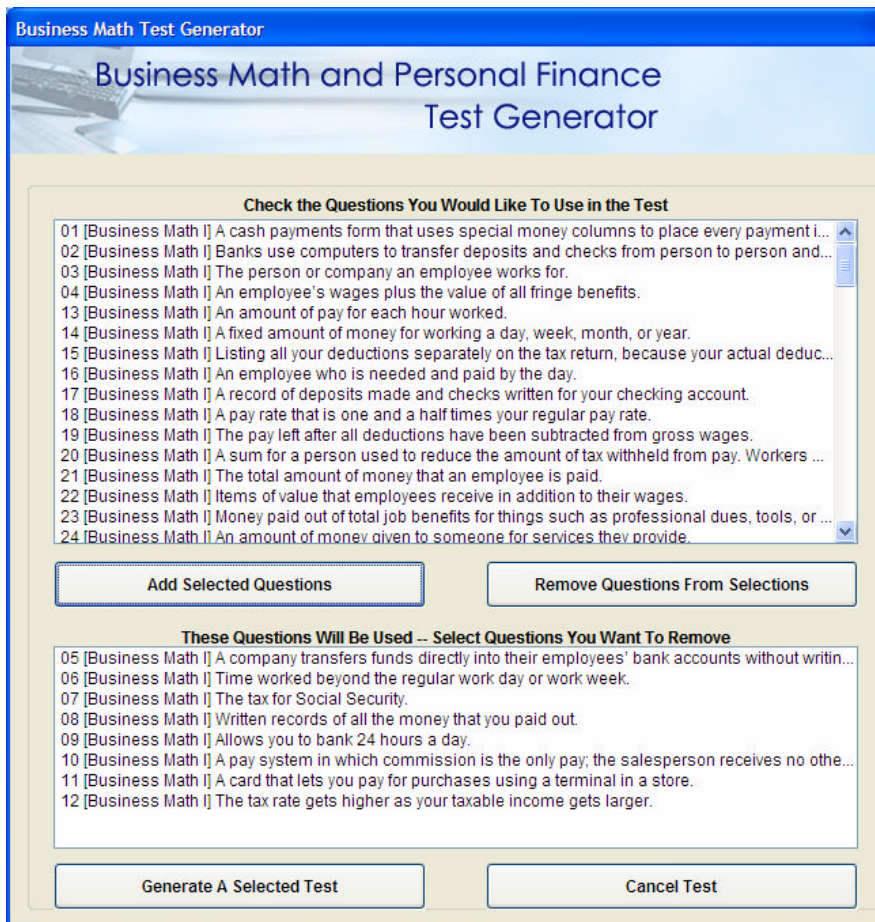
If you want to offer a wall of words choices with each test generated click the **Word Wall** option at the top of the generation frame.



You can use the **Generate Random Test** to create a test from the entire database of questions. First place a number of questions you want in the text box and then click this button.

You can use the **Generate Sequential Test** button to create tests with in a range of questions in our database in one of two ways: Enter the range of question numbers in the **Start With** and **End With** boxes and then click the button, or you can use the drop-down list of sections (below) to choose a range of questions. If you want the questions within the range randomly arranged, click the **Randomize** box next to the range text boxes.

If you click the **Selected** button to the right of the pane you will get the **Selected Test** window, shown here.



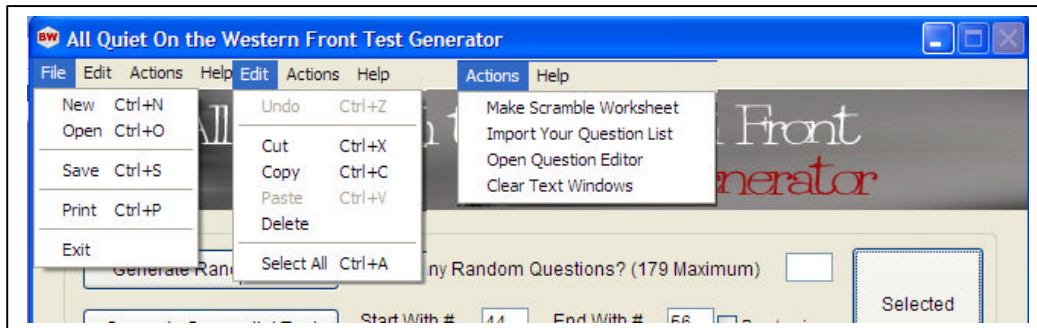
From here you can select the questions you want in your test. To select questions hold down the Command key and click your choices (you can scroll down the window as well). When you have selected all the questions you want, click the **Add Selected Questions** and these will be displayed in the lower window.

Likewise, you can remove questions from your list using the same selection method and then clicking **Remove Questions from Selections**.

Click the **Generate A Selected Test** when you are ready to transfer the questions to the main test screen or click **Cancel Test** if you decide to return without selecting any questions.

If you generated a selected test the questions will be formatted along with an answer key and placed in the main test window. You can then reformat the questions if you like with the format options and then print your test.

Program Menus



The program has three sets of menus located on the menu bar at the top of the screen. Here's how they work.

The **File** menu

New – You can open a new screen to start a new test. It is possible to have several tests open at the same time.

Open – You can use this option to open a test you saved at an earlier time.

Save – You can use this option to save a test on display in the active window.

Print – You can use this option to print the test on display in the active window.

The **Edit** menu

Undo – This option will reverse the last action you made.

Cut – This option will place any material you have selected into the memory and remove the content from the screen area.

Copy – This option will place any material you have selected into the memory but will not remove it from the screen area.

Paste – This option will place any material you have stored in the computer memory (using Cut or Copy) into a selected area you have chose or where you have placed the cursor.

Select All – This option will highlight all of the text in an active window (one that has been clicked on).

The **Actions** menu

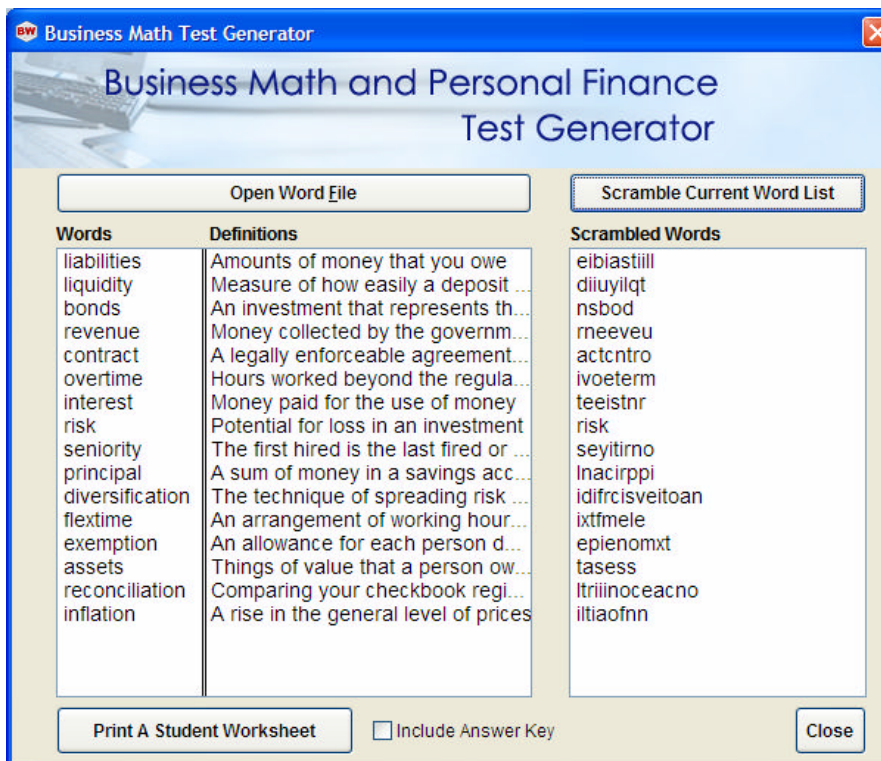
Make Scramble Worksheet -- This option will take you to another screen where you can design a special vocabulary worksheet (see below).

Import Your Questions List – This option will allow you to add questions and answers you have designed with the Question Editor. They will virtually become part of the database as long as they are in the existence. After you have made an import you will see an **Imported** label above the format area, along with a **Remove** button. If you want to remove the questions you have imported, click the **Remove** button. You can also click the **Imported** label to get information on the material you have imported..

Open Question Editor -- This option will open the on-board Question Editor you can use to design your own questions to add to the database (see below).

Clear Text Windows -- In case you would like to quickly clear the screen, this

option will do the job for you.



Scramble Words

Vocabulary is always a good way and we are always trying to find new and interesting ways of introducing students to new words.

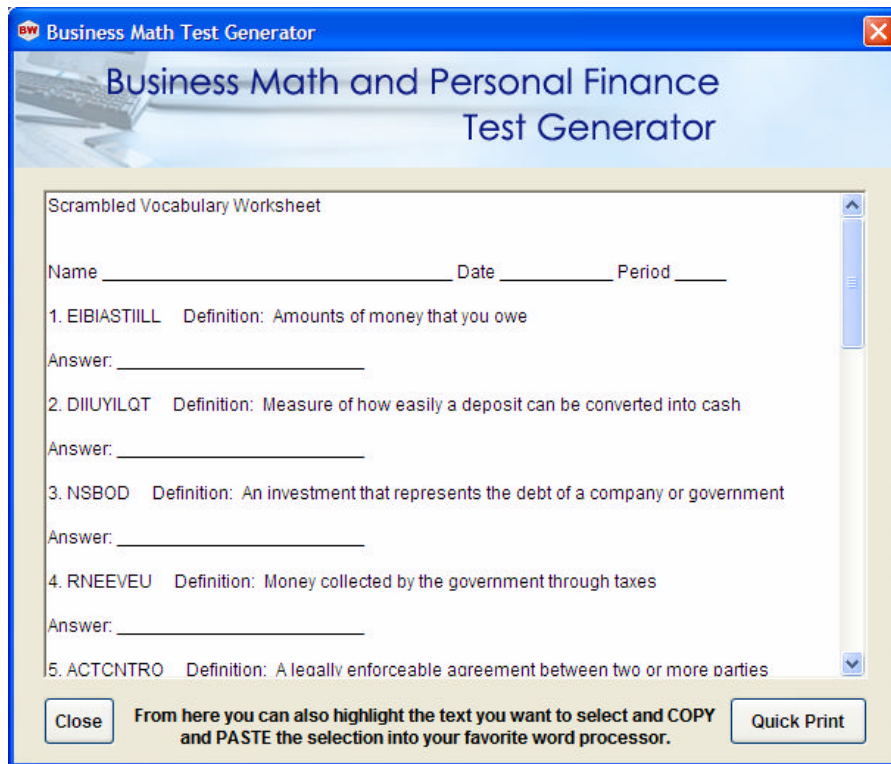
If you click the **Make Scramble Worksheet** button on the **Actions** menu, you will get a screen similar to the one you see here.

When you first open the window it will be blank. Click the **Open Word File** button and your list selection will appear in the divided window pane on the left. The scramble option opens word files that you can create as a simple list using any text editor, but you can also download dozens of word files for free from our website at Baggetta_Ware www.baggetta.com. The word file must have an extender of .mwd to open properly.

Once the file is opened, click the **Scramble Current Word List** and each word will be presented as a jumble of letters. Each time you click the button a new scramble will appear for each word.

If you decide you don't want to print a worksheet for vocabulary at this time, click the **Close** button in the lower right corner of the screen.

If you are satisfied with the scramble you get, you are ready to print. At the bottom of the screen you will see a button labeled **Print A Student Worksheet**. Next to it there is a checkbox asking if you would like a teacher answer key printed along with the worksheet that will be prepared. Check the box if you want this option and then click the button to print the worksheet on screen.



Business Math Test Generator

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Scrambled Vocabulary Worksheet

Name _____ Date _____ Period _____

1. EIBIASTIILL Definition: Amounts of money that you owe
Answer: _____

2. DIIUYILQT Definition: Measure of how easily a deposit can be converted into cash
Answer: _____

3. NSBOD Definition: An investment that represents the debt of a company or government
Answer: _____

4. RNEEVEU Definition: Money collected by the government through taxes
Answer: _____

5. ACTCNTRO Definition: A legally enforceable agreement between two or more parties

From here you can also highlight the text you want to select and COPY and PASTE the selection into your favorite word processor.

With the worksheet printed on screen, you can go into the window to make any modifications you like before printing. The window scrolls up and down with the scroll bar at the right.

If you scroll all the way down the window you will find the answer key at the bottom, if you selected that option.

From here you can do one of three things.

Drag over the text to highlight it and then COPY and PASTE the contents into a word processor for further modification and printing.

Just click **Quick Print** to send off the worksheet to your printer as is.

Click **Close** to leave the worksheet. If you choose this option you will return to the scramble setup screen where you can choose another list or just make modifications to the scramble list.

Making Your Own Scramble Word List

You can make a scramble list yourself, if you like. Here are the step by step instructions for the format:

1. Open a text editor or word processor that can save your file as a plain text file.
2. Start typing your list data at the top line of the text editor and proceed down using the following pattern:

First Line	Type the title of your list (Tap Enter Key)
Second Line	Type the number of words you will have in the list (Tap Enter Key)
Third Line	Type the first word (Tap Enter Key)
Fourth Line	Type the part of speech (verb, noun, etc.) (Tap Enter Key)
Fifth Line	Type a short definition (Tap Enter Key)

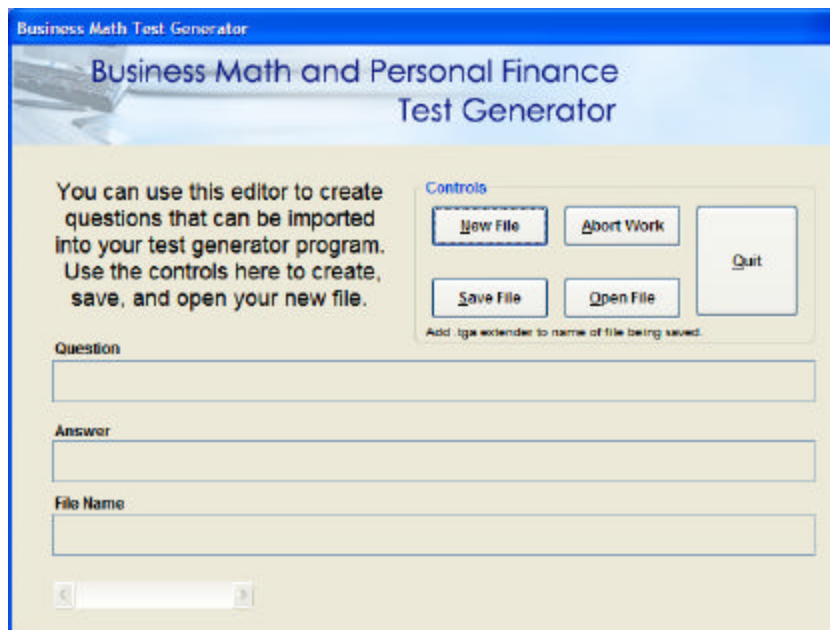
From here on down to the end of the file repeat steps Three, Four, Five above. Do not put any spaces between the lines

3. When you have completed your list, save it under an appropriate name and make sure it has the extender .mwd.

Now when you open the scramble word list dialog you should be able to find your new word list for printing a student worksheet. You can open one of our sample files if you would like to see the format in detail.

Question Editor

So that you can create your own questions and answers to import into the question database, we have created a simple to use Question Editor. It is available from the **Actions** menu as described above.



To create a question file of your own click the **New File** button and then you're your first question in the **Question** box. Jump to the **Answer** box and type the answer to the question.

Click the **Question Number** scroll bar at the bottom of the screen to progress to the next question area. Repeat the above steps until all of your questions have been entered.

Before saving your file, make sure you have typed a name for your question file in the **File Name** box.

Click the **Save File** button and save your file, making sure you have included a .tga extender on the file. The .tga extender identifies the file as an import file for the test generator.

You can also use the **Abort Work** button if you decide you don't want to use the file you are working on.

To open a file to make additions or changes, click the **Open File** button. If you do make changes to a file, make sure you save that file again later on.

Quit will close the editor and return you to the main program.

Program Use and Support Information

As with all Baggetta_Ware products we have tried to keep this software simple to use and yet functional enough to make it useful. We hope to improve the program yet and welcome any suggestions you might have. You can forward them to us through our web page or directly via email at the following address: baggetta@baggetta.com.

If you encounter any problems with the program, we will try to help you resolve them as quickly as possible. Please send us email at the above address

detailing the problem. Be sure to include information about your computer system makeup and any error messages you might encounter. Baggetta_Ware and affiliates are not responsible for any damage caused by unforeseen bugs or issues to other software and hardware you may be using. Do not use this software if you cannot agree to these terms.

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