

# iWork Associate Level Certification Exam

Exam Preparation Guide



## Contents

About this Guide.....	3
Becoming an Apple Certified Associate .....	3
Exam Details .....	4
Recommended Exam Preparation.....	4
Gain Experience with the Applications.....	4
Lesson One objectives.....	6
Lesson Two objectives .....	6
Lesson Three objectives .....	7
Lesson Four objectives .....	8
Lesson Five objectives .....	9
Lesson Six objectives.....	10
Lesson Seven objectives.....	11
Lesson Eight objectives .....	12
Lesson Nine objectives .....	12
Lesson Ten objectives .....	13
Lesson Eleven objectives.....	14
Lesson Twelve objectives .....	15
Lesson Thirteen objectives .....	16
Lesson Fourteen objectives .....	17
Lesson Fifteen objectives .....	18
Lesson Sixteen objectives .....	19
Taking the Certification Exam .....	20
Prometric Exam FAQs.....	20



## About this Guide

This guide provides all the information that you need to prepare for the iWork exam to earn Apple Certified Associate certification. From this guide you can:

- Learn about Apple Certification.
- Find out how to take the exam.
- Locate resources to help you prepare for the exam.
- Review the range of objectives that the exam may cover.

## Becoming an Apple Certified Associate

The Apple Training & Certification program is designed to keep you at the forefront of Apple technology. Apple Certification creates a benchmark to demonstrate your proficiency in specific Apple technologies and gives you a competitive edge in today's evolving job market.

### What is an Apple Certified Associate?

Apple Certified Associate certifications are designed for professionals, educators and students to validate their skills in Apple's digital lifestyle and authoring applications, iLife and iWork.

### How do I become an Apple Certified Associate?

To become an Apple Certified Associate, you must pass an online exam administered at an Apple Authorized Training Center (AATC) and online to eligible individuals who have a promotional code. Exams are administered at the end of specific courses at the centers. If you prefer to learn on your own or believe you already have the necessary skills in your chosen application, you may take an exam at an AATC for a fee.

### What are the benefits of being an Apple Certified Associate?

Beside differentiating you as a skilled user of a specific Apple application, becoming an Apple Certified Associate allows you to leverage the power of the Apple brand. When you pass an Apple Certification exam, you receive an email with a PDF copy of your Apple certificate, along with instructions on how to order a printed and/or a printed and framed certificate. The email includes LinkedIn, Facebook, and Twitter icons to make it easy for you to share your certification news with your networks on these sites.

You also receive a login for the [Apple Certification Records System](#), where you can:

- Update your profile information and opt in to display your Apple Certification(s) on the Apple Certified Professionals Registry.
- Review your certification progress.
- Download your certification logo(s) to use on business cards, resumes, websites, and more.
- Provide access to employers to verify your certifications.

## Exam Details

The iWork Exam is a computer-based test offered at Apple Authorized Training Centers (AATCs) and online to eligible individuals who have a promotional code. To find the closest AATC, please visit [training.apple.com/locations](https://training.apple.com/locations).

Many AATCs schedule Certification Exam Sessions at [training.apple.com/schedule](https://training.apple.com/schedule). If you don't see a session scheduled at your nearest AATC, you can contact the AATC and they will often schedule a session. **Please note that all AATCs offer all iWork, Mac OS X and Pro Apps exams, even if they don't offer the corresponding course.**

The iWork exam details:

- Exam number: 9L0-806
- Number of test questions: approximately 60 technical, five demographic (unscored)
- The exam uses a random pool of multiple-choice, fill-in-the-blank and interactive-media questions.
- Passing score: 80% (scores are *not* rounded; you must earn a score of 80% or higher to pass the exam)
- Details on exam scoring appear at [training.apple.com/certification/faq](https://training.apple.com/certification/faq)
- Exam duration: One hour

The exam timer does not start until you view the first technical question. You may not access any resources or references during the exam.

You are not allowed to access any resources or references during the exam, and you may not have the iWork application open during the exam. Please note that although this guide divides the objectives into knowledge areas, questions are presented randomly during the exam.

## Recommended Exam Preparation

We recommend the following exam preparation strategies:

- Gain experience with the application.
- Learn from experts: [Introduction to iWork course](#).
- Study the Apple Training Series book: [iWork '09 by Richard Harrington](#).
- Review the optional study materials.
- Review the objectives and sample questions in this guide.

## Gain Experience with the Applications

Nothing can substitute for time spent learning the applications first hand. After you read the book and/or take the class, spend time increasing your familiarity with the software on your own to ensure your success on the certification exam.

## Learn from Experts

Apple Authorized Training Centers (AATCs) offer classes where you can learn hands-on with the technology and benefit from the expertise of Apple Certified Trainers and your peers. Visit the [Apple Training & Certification](#) website to find course offerings at nearby AATCs.

## Study the Apple Pro Training Series Book

Apple Pro Training Series books are the basis for the related Apple Certification exams. You can purchase the Apple Pro Training Series book at [peachpit.com](#) ([click here](#) for a 30% discount code) or access the online version at [browse.creativeedge.com/appletraining](#). The book for this exam is [iWork '09 by Richard Harrington](#).

## Review the Optional Study Materials

The following resources may also help you to prepare for your certification exam, as well as to expand your general knowledge:

- If you prefer hands-on classroom learning, check our course [schedule](#) for a list of iWork classes available at [Apple Authorized Training Centers](#) (AATCs) worldwide.
- Documentation for Apple products is available at [documentation.apple.com](#). You can also choose **Help > User Manual** when an iWork application is launched. Information on new features is available by choosing **Help > New Features** when an iWork application is launched.
- If you are new to the Macintosh, you may want to review the tutorials at: <http://www.apple.com/support/mac101/>.
- Many online resources allow you to ask questions and learn tips and tricks. Access white papers, discussion forums, and other online materials at: <http://www.apple.com/iwork/resources/>. You watch tutorials and download a free trial version from this link as well.
- Read the late breaking news at [www.apple.com/support/manuals/](#).

## Review the Objectives and Review Questions

Even if you're self-taught or have taken courses that do not use the Apple Training Series curriculum, you can still prepare yourself for the certification exam by making sure that you can complete all the tasks and answer all the review questions in the following sections.

The Exam Objectives describe the knowledge domains assessed by the exam. The Review Questions summarize what you should have learned in each chapter. Please note that although this guide divides the objectives into lessons or knowledge areas, questions are presented randomly during the exam.

*Apple Training Series: iWork '09* includes 16 lessons. The end user exam includes questions from all chapters. The number of test questions drawn from each knowledge area is indicated for each of the following lessons.

## Lesson One objectives

Upon completion of Lesson One, “Creating a Presentation,” you should be able to complete the following tasks. Approximately seven items from this lesson are included in the pool of exam questions, drawn randomly from the following objectives:

- Build a basic presentation using outline view
- Choose a theme and master slides
- Modify text in the Fonts window, format bar, and Text inspector
- Work with the Inspector window
- Add a shape to contain text
- Add a table and perform data calculations
- Check for spelling errors

## Lesson One review questions

After completing Lesson One, you should be able to answer the following questions:

1. How do you choose a theme?
2. How do you change which master slide is used?
3. How can you paste text into a presentation and apply the theme’s formatting?
4. How do you switch to a different Inspector window?
5. How do you open the Spelling window?

### Answers

1. Choose themes from the Theme Chooser. This window opens automatically when you open Keynote or when you choose File > New from Theme Chooser.
2. You can access master slides by clicking the Masters button in the toolbar. The available master slides will be shown in the list.
3. Choose Edit > Paste and Match Style.
4. At the top of the Inspector window, click one of the available buttons to switch from one inspector to another.
5. Choose Edit > Spelling > Spelling.

## Lesson Two objectives

Upon completion of Lesson Two, “Adding Photos, Charts and Sound,” you should be able to complete the following tasks. Approximately four items from this lesson are included in the pool of exam questions, drawn randomly from the following objectives:

- Understand supported media types

- Create an album in iPhoto
- Optimize images using iPhoto and Keynote
- Add transparency to a photo using Instant Alpha
- Add music to a slideshow
- Place a basic chart in a presentation
- Insert a webpage and hyperlinks
- Reduce the size of image files in a presentation
- Keep media files with the presentation

## Lesson Two review questions

After completing Lesson Two, you should be able to answer the following questions:

1. What engine drives media playback in Keynote?
2. Which window allows you easy access to movies, audio files, and photos?
3. Which command in both iPhoto and Keynote allows you to fix common image problems with one click?
4. Where do you modify the data for a chart?
5. How can you reduce the file size for all scaled images in a presentation?

## Answers

1. QuickTime allows you to play back a wide variety of image types, audio formats, and movie files.
2. The Media Browser gives you quick access to the content you created using the iLife and Aperture applications.
3. Clicking the Enhance button will automatically fix brightness and contrast issues in most images.
4. Adjust the data in the Chart Data Editor.
5. Choose File > Reduce File Size to have Keynote optimize scaled, masked, or trimmed media in your presentation.

## Lesson Three objectives

Upon completion of Lesson Three, “Adding Video and Animation,” you should be able to complete the following tasks. Approximately seven items from this lesson are included in the pool of exam questions, drawn randomly from the following objectives:

- Create builds to reveal text or objects on a slide
- Create interleaved builds to reveal slide elements concurrently
- Create a Smart Build to add animation to a slide

- Add transitions between slides
- Configure preferences for smooth playback of a presentation
- Run a presentation

### Lesson Three review questions

After completing Lesson Three, you should be able to answer the following questions:

1. Where can you modify build options?
2. To make two builds occur simultaneously, which button do you click first?
3. True or false: Keynote offers both 2D and 3D slide transitions.
4. How can you access the slide switcher during your presentation?
5. Which keys do you press to pause a presentation and hide Keynote?

#### Answers

1. The Build inspector offers complete control over build options.
2. Click the More Options button to access timing controls.
3. True. Keynote offers more than 40 advanced slide transitions.
4. Press the = (equal sign) key to open the slide switcher.
5. Pressing H will hide the presentation. Clicking the Keynote icon in the Dock will resume the presentation.

### Lesson Four objectives

Upon completion of Lesson Four, "Creating a Custom Theme," you should be able to complete the following tasks. Approximately one item from this lesson is included in the pool of exam questions, drawn randomly from the following objectives:

- Create a custom theme
- Create a slide with a media placeholder
- Save and share a theme
- Apply a new theme to an existing presentation

### Lesson Four review questions

After completing Lesson Four, you should be able to answer the following questions:

1. How can you take precise control over master slide properties?
2. How can you view master slides?
3. If you want the Theme Chooser to display a preview of a slide theme, how do you create it?

4. How can you control the spacing around a bullet?
5. How do you apply a new theme to an existing presentation?

### Answers

1. Select a slide master, then select the Master Slide inspector. The inspector gives you control over master slide properties.
2. Choose View > Show Master Slides to see their thumbnails in the slide navigator.
3. Add a few slides to the Keynote document you are using to build the theme. These slides become visible when you skim the pointer over the theme in the Theme Chooser.
4. Open the Text inspector and choose Bullet. The two primary controls are Bullet Indent and Text Indent.
5. Open the presentation and choose File > Choose Theme. Choose the new theme you want to apply.

## Lesson Five objectives

Upon completion of Lesson Five, "Importing from PowerPoint and Working with Charts," you should be able to complete the following tasks. Approximately five items from this lesson are included in the pool of exam questions, drawn randomly from the following objectives:

- Open a PowerPoint presentation with Keynote
- Use Pages to change a Word document into an iWork-compatible format and add its content to a Keynote presentation
- Modify and enhance imported content
- Enhance and animate chart graphics
- Export a Keynote presentation to PowerPoint and PDF files

## Lesson Five review questions

After completing Lesson Five, you should be able to answer the following questions:

1. How do you import a PowerPoint presentation into Keynote?
2. How can you import a Microsoft Word document using the iWork suite?
3. What must you click first to add unique timings to a build animation?
4. How do you add animation to a slide?
5. How do you save a Keynote project as a PowerPoint presentation?

### Answers

1. Choose File > Open; then navigate to the PowerPoint file and click Open.

2. Open Pages and then open a Microsoft Word document. You can copy material from Pages into Keynote or Numbers.
3. Click the More Options button to access timing controls.
4. Select the slide, then open the Build inspector and choose a build animation.
5. Choose File > Save As. Select the "Save a copy as" checkbox and choose PowerPoint Presentation.

## Lesson Six objectives

Upon completion of Lesson Six, "Rehearsing and Delivering Your Presentation," you should be able to complete the following tasks. Approximately eight items from this lesson are included in the pool of exam questions, drawn randomly from the following objectives:

- Add comments and presenter notes to a presentation
- Index a presentation with Spotlight
- Customize the presenter's view
- Rehearse the presentation
- Give a presentation with a portable computer
- Control Keynote with an iPhone or iPod touch
- Create a self-running slideshow
- Run a presentation as a kiosk

## Lesson Six review questions

After completing Lesson Six, you should be able to answer the following questions:

1. How do you add comments to your presentation?
2. How do you use the presenter display to rehearse your presentation?
3. If your computer can't communicate with a connected display, what can you do?
4. Can you control a Keynote presentation with an iPod touch or iPhone?
5. How do you create a self-running slideshow?

## Answers

1. Click the Comment button to add a virtual sticky note.
2. Choose Play > Rehearse Slideshow.
3. Choose System Preferences and then Displays; then click the Detect Displays button. If that doesn't work, restart the computer with the projector connected and turned on.

4. Yes, by installing the Keynote Remote application from the iTunes Store, you can pair an iPhone or iPod touch with your Mac and use one of those devices as a remote control.
5. With a microphone attached to your Mac (or using the built-in mic) choose Play > Record Slideshow and record a narration track. When you are finished, press Esc and the narration and timing are automatically saved.

## Lesson Seven objectives

Upon completion of Lesson Seven, "Publishing your Presentation," you should be able to complete the following tasks. Approximately four items from this lesson is included in the pool of exam questions, drawn randomly from the following objectives:

- Print a presentation as a useful handout
- Export a presentation as PDF and PowerPoint documents
- Export a presentation as a QuickTime movie
- Post a presentation on the web either as HTML or with iWeb
- Post a presentation on YouTube
- Export a presentation for display on iPods and iPhones
- Create a DVD of your presentation

## Lesson Seven review questions

After completing Lesson Seven, you should be able to answer the following questions:

1. How can you print presenter notes?
2. How can you export your presentation as a movie file to your hard drive?
3. Which three Internet-ready formats can Keynote export?
4. What is a good method for exporting a presentation for viewing on a television or a computer?
5. How can you share a presentation with others over the Internet and allow for realtime conversation?

### Answers

1. Choose File > Print; then choose Keynote from the Print options pop-up menu, and choose Slides With Notes.
2. Choose Share > Export; then click QuickTime.
3. Keynote can create QuickTime, PDF, and HTML files.
4. Keynote can export your project to iDVD, so you can create a DVD.
5. Using iChat Theater is a great way to share your presentation and talk to your buddies at the same time.

## Lesson Eight objectives

Upon completion of Lesson Eight, “Word Processing,” you should be able to complete the following tasks. Approximately four items from this lesson are included in the pool of exam questions, drawn randomly from the following objectives:

- Add and format text in a word processing document
- Use styles to format a document
- Add graphics
- Proofread a document
- Use research and reference tools
- Create an envelope and merge addresses

## Lesson Eight review questions

After completing Lesson Eight, you should be able to answer the following questions:

1. How can you access styles?
2. How do you add a graphic from your hard drive to a Pages document?
3. How can you check an address in your document using the Internet?
4. Which view is best suited to help you focus on your writing?
5. How can you create multiple envelopes or letters addressed to individual recipients?

### Answers

1. You can access styles using the format bar or the Styles drawer.
2. You can locate the file and drag it into your document, or choose Insert > Choose and navigate to the file on your hard drive.
3. Highlight the address and choose Edit > Writing Tools > Search in Google to open a Google search in Safari. A Google Maps entry will be one of the first results on the page.
4. You can use the full-screen view to primarily display your document.
5. Choose Edit > Mail Merge to use a specified group from your Address Book.

## Lesson Nine objectives

Upon completion of Lesson Nine, “Building a Report,” you should be able to complete the following tasks. Approximately five items from this lesson are included in the pool of exam questions, drawn randomly from the following objectives:

- Use styles to format text and lists
- Add graphics to a document

- Create headers and footers
- Use tracked changes and comments
- Add a table of contents to a document
- Share a document on iWork.com

### Lesson Nine review questions

After completing Lesson Nine, you should be able to answer the following questions:

1. Identify two ways to access styles.
2. How can you add a graphic on your hard drive to a Pages document?
3. How can you adjust the margins in a document?
4. What is the easiest way to add a table of contents to a Pages document?
5. Which document formats can you use to share a Pages document on iWork.com?

### Answers

1. You can access styles through the format bar or the Styles drawer.
2. There are three ways to do this: You can use the Media Browser (see Lesson 3, "Adding Media to Your Presentation"), you can drag the file from your hard drive, or you can choose Insert > Choose and navigate to the file on your hard drive.
3. Open the Document inspector and modify the Top, Bottom, Left, and Right fields as necessary.
4. Click the Sections button in the toolbar and choose Table of Contents, or choose Insert > Table of Contents.
5. You can post a Pages '09 or Pages '08 file as well as a PDF or a Microsoft Word document.

### Lesson Ten objectives

Upon completion of Lesson Ten, "Creating a Newsletter," you should be able to complete the following tasks. Approximately one item from this lesson is included in the pool of exam questions, drawn randomly from the following objectives:

- Use a Pages template
- Replace placeholder text
- Edit placeholder images
- Resize an object
- Use a mask to crop an image
- Flow text and wrap text around objects

- Format text using styles
- Export to PDF

## Lesson Ten review questions

After completing Lesson Ten, you should be able to answer the following questions:

1. Describe two methods for replacing a placeholder image.
2. How can you adjust an image's appearance after the image has been added to Pages?
3. What's the first step you perform when you want to edit the mask of a selected image?
4. How do you wrap text around an object?
5. How do you scale a shape proportionally?

### Answers

1. Drag a new image onto a placeholder image; or select a placeholder image and choose Insert > Choose and select a new image in the Finder.
2. Choose View > Show Adjustment Image to open the Adjust Image window.
3. Click the Edit Mask button to edit an image mask.
4. Select the object. In the Wrap inspector, select the "Object causes wrap" checkbox.
5. Shift-drag a scale handle.

## Lesson Eleven objectives

Upon completion of Lesson Eleven, "Creating Promotional Materials," you should be able to complete the following tasks. Approximately six items from this lesson are included in the pool of exam questions, drawn randomly from the following objectives:

- Add assets to the Media Browser
- Modify masked images
- Group and edit objects
- Format hyperlinks
- Link text boxes
- Wrap text around an object
- Add connection lines between two objects
- Add sound files to a Pages document
- Save a flyer as a template

## Lesson Eleven review questions

After completing Lesson Eleven, you should be able to answer the following questions:

1. How can you add a folder of photos to the Media Browser?
2. How can you combine two or more objects so that they are treated as a single object?
3. How do you set properties for an email address?
4. How do you rotate text or objects?
5. How can you save a frequently used document layout for quick customization in the future?

### Answers

1. Drag a folder of images into the Media Browser.
2. Select the objects and choose Arrange > Group.
3. Use the Link inspector to generate email messages from a valid email address.
4. Use the Metrics inspector and enter a specific rotation amount in degrees or Command-drag a corner selection handle.
5. Choose File > Save as Template.

## Lesson Twelve objectives

Upon completion of Lesson Twelve, "Creating Materials for the Classroom," you should be able to complete the following tasks. Approximately five items from this lesson are included in the pool of exam questions, drawn randomly from the following objectives:

- Work with Poster and Certificate templates in Pages
- Add and subtract elements in a template layout
- Format and replace placeholder text
- Add project photos to your iPhoto library
- Adjust images for optimum appearance using iPhoto
- Send a Pages document via email
- Address multiple certificates using the Mail Merge command and a Numbers spreadsheet

## Lesson Twelve review questions

After completing Lesson Twelve, you should be able to answer the following questions:

1. If you want to modify a locked element, what must you do first?
2. How can you access your iPhoto library in iWork?

3. What is the fastest way to send a Pages document via email?
4. Which two sources can the Mail Merge command access?
5. How do you scale an object equally in two directions?

#### Answers

1. You select the object and then choose Arrange > Unlock if you want to reposition, remove, or resize an object.
2. Open the Media Browser to display all of the Events and albums in your iPhoto library.
3. Choose Share > Send via Mail to attach a Pages, PDF, or Microsoft Word version of your document to a new Mail message.
4. When performing a merge, you can access data in Address Book or a Numbers spreadsheet.
5. Option-drag a selection handle.

### Lesson Thirteen objectives

Upon completion of Lesson Thirteen, "Spreadsheet Essentials," you should be able to complete the following tasks. Approximately three items from this lesson are included in the pool of exam questions, drawn randomly from the following objectives:

- Create a basic to-do checklist and a travel budget
- Work with templates in Numbers
- Understand key spreadsheet terms
- Convert a Microsoft Excel file into a Numbers spreadsheet
- Add header rows, header columns, and footer rows
- Format cell contents
- Format a table using styles
- Use formulas and functions to calculate cell values
- Add and resize a graphic object
- Size and print a spreadsheet
- Save a spreadsheet as a PDF or an Excel file

### Lesson Thirteen review questions

After completing Lesson Thirteen, you should be able to answer the following questions:

1. How can you import a Microsoft Excel file to a Numbers spreadsheet file?
2. How can you add a new table to a sheet?
3. How can you quickly format a table's appearance?

4. What is the first step to create a formula in the Formula Editor?
5. How do you interactively size a document for printing

### Answers

1. Just open the file; Numbers will import it when opening it.
2. In the toolbar, click the Tables button, or choose Insert > Table and pick a table layout.
3. Choose a table style in the Styles pane and apply it to change the format of your table.
4. Select the desired cell and press the = (equals) key.
5. Choose Print View and adjust the Content Scale slider to size your document's content to the desired layout.

## Lesson Fourteen objectives

Upon completion of Lesson Fourteen, "Creating an Event Planner," you should be able to complete the following tasks. Approximately two items from this lesson are included in the pool of exam questions, drawn randomly from the following objectives:

- Use a Numbers template
- Add media to a spreadsheet
- Use Address Book cards
- Edit and sort data
- Use steppers, sliders, and checkboxes
- Modify and save styles
- Publish to the Internet with iWeb

## Lesson Fourteen review questions

After completing Lesson Fourteen, you should be able to answer the following questions:

1. Name three ways to add media to a table.
2. How can you organize several Address Book contacts?
3. If you want to sort the contents of a table in alphabetical order, which option should you pick?
4. Which cell format can be applied to offer an either/or data state?
5. Which output format should you use when publishing a spreadsheet to the Internet when you want to reach the broadest audience?

### Answers

1. You can use the Media Browser to select media, drag the files directly from a Finder window to the Numbers canvas, or choose Insert > Choose.
2. It's a good idea to create a group that contains multiple Address Book contacts.
3. Highlight a row or column; then click the cell reference pop-up menu, and choose Sort Ascending.
4. Use a checkbox when you want to show that a cell has either one value or another.
5. Choose File > Send to iWeb > PDF to create a PDF file for download.

## Lesson Fifteen objectives

Upon completion of Lesson Fifteen, "Advanced Spreadsheets," you should be able to complete the following tasks. Approximately two items from this lesson are included in the pool of exam questions, drawn randomly from the following objectives:

- Freeze a header row
- Organize a table using categories and subcategories
- Format a table with styles
- Filter table data
- Change the formatting of cells for special data types
- Locate functions with the Function Browser
- Replace placeholder arguments in a function

## Lesson Fifteen review questions

After completing Lesson Fifteen, you should be able to answer the following questions:

1. How do you freeze a header row?
2. How can you filter data automatically?
3. How do you reference a value from one sheet to another?
4. Define a function.
5. In a formula, how do you insert actual data into a placeholder argument?

### Answers

1. Choose Table > Freeze Header Rows.
2. In the toolbar, click the Reorganize button to open the Reorganize window. In the central filter area of the window, set the filtering values.

3. In the destination sheet, select the cell in which you want to place the calculated value. Press the = (equal sign) key to open the Formula Editor. Create a formula based on cells in the source sheet. Press Return to calculate the value and place it in the destination sheet cell.
4. A function is a predefined, named operation that can perform a calculation.
5. In the Function Browser, choose the desired function and click Insert Function. Click the desired argument; then click the cell in which the actual data appears. Do this for every placeholder argument in the function. Press Return to accept and calculate the formula.

## Lesson Sixteen objectives

Upon completion of Lesson Sixteen, “Advanced Charting,” you should be able to complete the following tasks. Approximately two items from this lesson are included in the pool of exam questions, drawn randomly from the following objectives:

- Customize a bar chart’s display options
- Combine two sets of data into a single bar
- Display a margin of error
- Explore several data display methods

## Lesson Fifteen review questions

After completing Lesson Sixteen, you should be able to answer the following questions:

1. Which chart type might be best suited for displaying annual financial data for a ten year period? For comparing the execution speeds of multiple computer processors? For displaying two different types of data?
2. How do you choose a chart type to create?
3. How can you make chart elements translucent?
4. How do you format two sets of data to create a Mixed chart?

### Answers

1. Column or stacked column chart. Bar or stacked bar chart. Mixed chart.
2. In the Numbers toolbar, click Charts and choose a chart type.
3. In the Graphic inspector, reduce the Opacity to a value less than 100%.
4. Choose the first set of data; in the format bar, from the Series Options pop-up menu, choose a chart type. Then repeat that method for the second data set.

## Taking the Certification Exam

As a special offer, owners of the Apple Training Series books *iWork '09* are eligible to take the certification exam online for \$45.00 USD. Normally you must pay \$65.00 USD to take the exam in a proctored setting. If you have an exam code, you can use the following instructions to take the exam online. If you do not have a code, you can take your exam at an [Apple Authorized Training Center \(AATC\)](#).

1. Go to [ibt.prometric.com/apple](http://ibt.prometric.com/apple) on a system that meets the minimum system requirements as indicated on our [certification page](#). If your system does not meet these requirements, you are not eligible to certify online and will instead need to take the exam at an AATC.
2. Click **Secure Sign-In (uses SSL encryption)** and log in with your Prometric Prime ID and password. If you don't have a Prometric Prime ID, click **First-Time Registration** and follow the instructions to create an ID and password.
3. Click **Continue** to verify your information and access the Candidate Menu page.
4. Click **Change Domain** on the left and set the Domain to **IT&ProApps** (skip to the next step if you do not see a Domain link).
5. In the Candidate Menu page, click **Take Test**.
6. Enter **iWorkEUPP** in the Private Tests box and click Submit. The codes are case sensitive and are only valid for one use.
7. Click **Take This Test**.
8. Read and Agree/Accept the Certification Program Agreement.
9. Click **Continue** to skip the voucher then enter your credit card information.
10. Click **Begin Test** at the bottom of the page.
11. When you finish all the questions, click **End Test**.

If you do not pass the exam, a retake code will be included in your Prometric results email. You need to wait one week before retaking the exam. Retakes also cost \$65, so be sure to prepare.

## Prometric Exam FAQs

Please visit [training.apple.com/certification/faq](http://training.apple.com/certification/faq) for a list of Frequently Asked Questions. If you do not find the answer to your question, then [email us](#). Please allow at least two business days for a response.