

ExamPrep Help Topics

While reading this Help File, you may click onto any underlined **Hyperlink** to view a complete description of that particular Topic. The **Index** contains an alphabetical list of all the Topics contained within this Help File.

Overview: A general description of the entire program.

Quick Tour: Demonstrates all the features of ExamPrep.

Creating a Questions File: How to create a **delimited text file** that contains the Questions and Answers for an Exam.

Using the Question Entry Utility: How to use the Microsoft Access Utility that is included with ExamPrep.

Creating an Exam File: How to **Import** the Questions File, and add additional Parameters for the Exam.

Opening and Saving Exam Files: How to **Save** your Exam Files, and **Open** existing Exam Files for editing.

Although this program does not include technical support, you may send comments to the author at the following Email address:

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Overview

This program will enable you to create **Exam Files** that are used by the **ExamPro** program (which is a separate program that is included with ExamPrep).

Creating an Exam File is a two-step process:

1) You must first create a **Questions file**, which is a **delimited text file** that contains all of the Questions and Answers for your Exam.

A **Question Entry Utility** program has been included with ExamPrep. This Utility program requires that you have **Microsoft Access** installed on your computer.

If you do not have Microsoft Access, then you can instead create Questions files using any other database or text editing program.

2) You will then use ExamPrep to **Import** the Questions file, and add additional parameters to the Exam (**Title** and **Time Allowed**).

The end result will be an Exam file with an extension of **.exm**, which can be Opened from the **ExamPro** program.

Please note: You must use a Registered copy of ExamPro, to Open the Exam files that are created by ExamPrep. The ExamPro Help File explains how to Register your copy of ExamPro. Until you Register ExamPro, you will only be able to take the Sample Exam that is included with ExamPro.

Quick Tour

The first step is to create a **Questions file**, using the Microsoft Access Utility Program that has been included with ExamPrep.

1. Double-click the **ExamPrep.mdb** file. If the screen indicates that this file was ***created in a previous version of Microsoft Access***, then select the Option to **Convert Database**, and select a different name for the Database file (such as **ExamPrep97.mdb**). You should save the converted file to the **same path** that the original **ExamPrep.mdb** file was located in.
2. When the **ExamPro Question Entry Utility** screen is displayed, you will notice that a **Questions Table** named **DemoExam** is displayed in the Listbox on the left side of the screen. To view the records in that file, click the **Edit Selected Questions Table** Button.
3. The **Questions** and **Answers** for the DemoExam will then be displayed. You may move to the **Next** and **Previous** Question records, by pressing **[Ctrl PgDn]** and **[Ctrl PgUp]**.
4. When you have finished viewing the Question records, click on the **Menu** Button to return to the Main Menu.
5. Confirm that the **Export Path** field (at the top of the screen) contains the same path that the **ExamPro** program is located in. Click the **Export To Text File** Button, and the file **DemoExam.txt** will be created.
6. Click the **Exit** Button, and then press **[Alt F4]** to exit Microsoft Access.

You are now ready to use ExamPrep to **Import** this Questions file into an **Exam file**.

7. Run the **ExamPrep.exe** program. In the **Exam Title** field, enter **DemoExam**, and in the **Time Allowed** field, enter **00:05:00**. This will cause the **Timer** for this Exam to begin at **5 Minutes**.
8. Click the **Import** Button, and select the **DemoExam.txt** file (that you had created from the **Question Entry Utility** program).
9. The program will indicate that **10 Questions (and 40 Answers) were Imported**.
10. Click the **Save** Button, and when prompted enter the name **DemoExam** (the extension **.exm** will be automatically added to the Exam filename).

It's that simple! You may create your own **Exam files** using the same

process, except when using the **ExamPro Question Entry Utility**, click the **Create New Questions Table** Button, and enter your own Questions and Answers.

Creating a Questions File

The **Quick Tour** describes how the **ExamPro Question Entry Utility** will enable you to easily create a **Questions file** that may be **Imported** into the ExamPrep program. You may also use any other database or text editing program to create a **delimited text file** that contains the following fields:

- 1) **Question:** The text that will appear as the Question from within ExamPro.
- 2) **Correct Answer Number:** The Number of the Correct Answer. For example, if the 2nd Answer was the Correct Answer to a Question, then this field would contain **2**.
- 3) **Correct Answer Comment:** This is an optional field, which will cause a Comment to be displayed next to the Correct Answer, **if the user does not select the Correct Answer**. You can indicate the **Chapter** of a book where an explanation may be found, or a short comment regarding the Answer. This field may contain a maximum of 15 characters. If this field is blank, then no Answer Comment will be displayed for that Question.
- 4) **Answers:** From **two** to **ten** Answers may be entered for each Question (each Question may have a **different number** of Answers). The first **blank Answer** indicates the end of the 'list'. For example, if a particular Question has **four** Answers to choose from, then the **fifth** 'Answer field' (for that Question) would be blank.

Here is a sample **Questions file** that contains **two Questions**:

```
"How many days are in a week?", 2, "See Chapter 1", "3", "7", "10"  
"How many months are in a year?", 3, "", "9", "10", "12", "16"
```

The **Correct Answer** for the 1st Question is the second Answer ("7"), and the **Correct Answer** for the 2nd Question is the third Answer ("12"). Notice that the 1st Question has three Answers to choose from, and the 2nd Question has four Answers. Also notice that the 2nd Question does not include any **Correct Answer Comment**.

Using the Question Entry Utility

The **Question Entry Utility** program will enable you to easily create a **Questions file** that may be **Imported** into the ExamPrep program. You may also use any other database or text editing program to create a **delimited text file**, as was described in the previous section **Creating a Questions File** .

The **Question Entry Utility** program requires that you have **Microsoft Access** installed on your computer. The **ExamPrep.mdb** file was created with **Access 2**, and it was also tested with **Access 97**.

When you first Open the **ExamPrep.mdb** database file, you may receive a message indicating that this file was **created in a previous version of Microsoft Access**. If this message is displayed, then you should select the Option to **Convert Database**, and select a different name for the Database file (such as **ExamPrep97.mdb**). You should save the converted database file to the **same path** that the original **ExamPrep.mdb** file was located in.

The first time the **Question Entry Utility** program is run, the **Export Path** (at the top of the screen) will contain the currently active directory. You should confirm that the **Export Path** is set to the same path that the **ExamPro** program is located in.

The ListBox on the left side of the screen will contain the names of all the **Questions Tables** that were previously created. Initially, the only Table name will be **DemoExam**.

Clicking the **Create New Questions Table** Button will cause you to be prompted for a **New Questions Table Name**. If you are using Access 2, then you should limit your table names to 8 characters, as the Exported Filenames may only contain 8 characters.

After entering a **New Questions Table Name**, the **Editing Questions Table** screen will be displayed. The previous section (**Creating a Questions File**) explains the function of each of the fields displayed on this screen, except for the following:

The **Question #** field (at the right side of the form) should only be edited if you want to **Change the ORDER of the Questions**. When you Add a New Record (which is always located as the **bottommost** record), the program will automatically insert the **Next Question #**. If you want a Question to be placed in a **different Order**, then enter a number (into the **Question #** field) that falls **between** the two Questions where it should be inserted.

For example, if you wanted **Question # 5** to be placed between **Question #**

2 and **Question # 3**, then you could enter **2.5** into the **Question #** field for the fifth Question.

Whenever a **Question #** field has been manually changed, the program will ask if you want to **Reorder the Questions**. Answering **Yes** to this prompt will cause all the Questions to be Reordered and Renumbered.

Creating an Exam File

After you have created a **Questions file**, you must perform the following processes to create an **Exam file** (which can then be used by the **ExamPro** program):

1. **Import** the **Questions file** into the ExamPrep program. This is done by clicking the **Import** Button, and selecting the **Questions file** (which has an extension of **.txt**) that you wish to Import. The program will then display the **Number of Questions (and Answers)** that were Imported.

If the **Append to end of exam** Button has been checked (in the **When Importing** frame), then the Imported Questions will be **added** to any Questions that currently exist in the Exam. This feature will enable you to **combine** different **Questions files** into one Exam. For example, if you wanted **FirstHalf.txt** and **SecondHalf.txt** to both be included in one Exam, then you would first make certain that the **Append to end of exam** Button was checked. You would then Import **FirstHalf.txt**, and Import **SecondHalf.txt**. The **Total Number of Questions** and **Total Number of Answers** (displayed at the bottom of the screen) would indicate that **both Questions files** had been Imported.

2. Enter an **Exam Title** and **Time Allowed** into the appropriate fields on the ExamPrep screen. While using **ExamPro**, the **Exam Title** will be displayed in the Caption bar (at the top of the screen). The **Time Allowed** will be used to start the 'Timer', so the user can attempt to complete the Exam within the allowable time.

Remember to enter the **Time Allowed** as **HH:MM:SS**, and don't forget to enter preceding zeros. For example, if you wanted to allow the user 5 Minutes and 30 seconds to complete the Exam, then you would enter the **Time Allowed** as: **00:05:30**.

3. **Save** the Exam file, by clicking either the **Save** or **Save As** Buttons.

The result of this process will be an **Exam file** (which has an extension of **.exm**), which may be **Opened** while running the **ExamPro** program.

Opening and Saving Exam Files

ExamPrep contains the following **File Management** features:

- 1) **New:** Clicking the **New** Button will allow you to select a New Exam Filename, and will cause a New Exam to be created with no **Questions**.
- 2) **Open:** This feature will allow you to **Open** an existing **Exam** file. The screen will immediately show you the **Total Number of Questions** and **Answers** in the Exam file. You may then Edit the **Exam Title** and **Time Allowed** fields, and **Import** additional Questions from a **Questions File**.
- 3) **Save:** You must remember to **Save** the Exam file, after any changes have been made to the fields on the screen, or after you have Imported Questions.
- 4) **Save As:** Will **Save** the Exam file using a different filename.
- 5) **Clear:** Causes all the Questions to be Removed from the Exam.

Please note: The Exam file named ExamPro.exm is automatically Opened whenever ExamPro is run. If you would like for a particular Exam file to always be initially loaded, then name that Exam file ExamPro.exm.

