



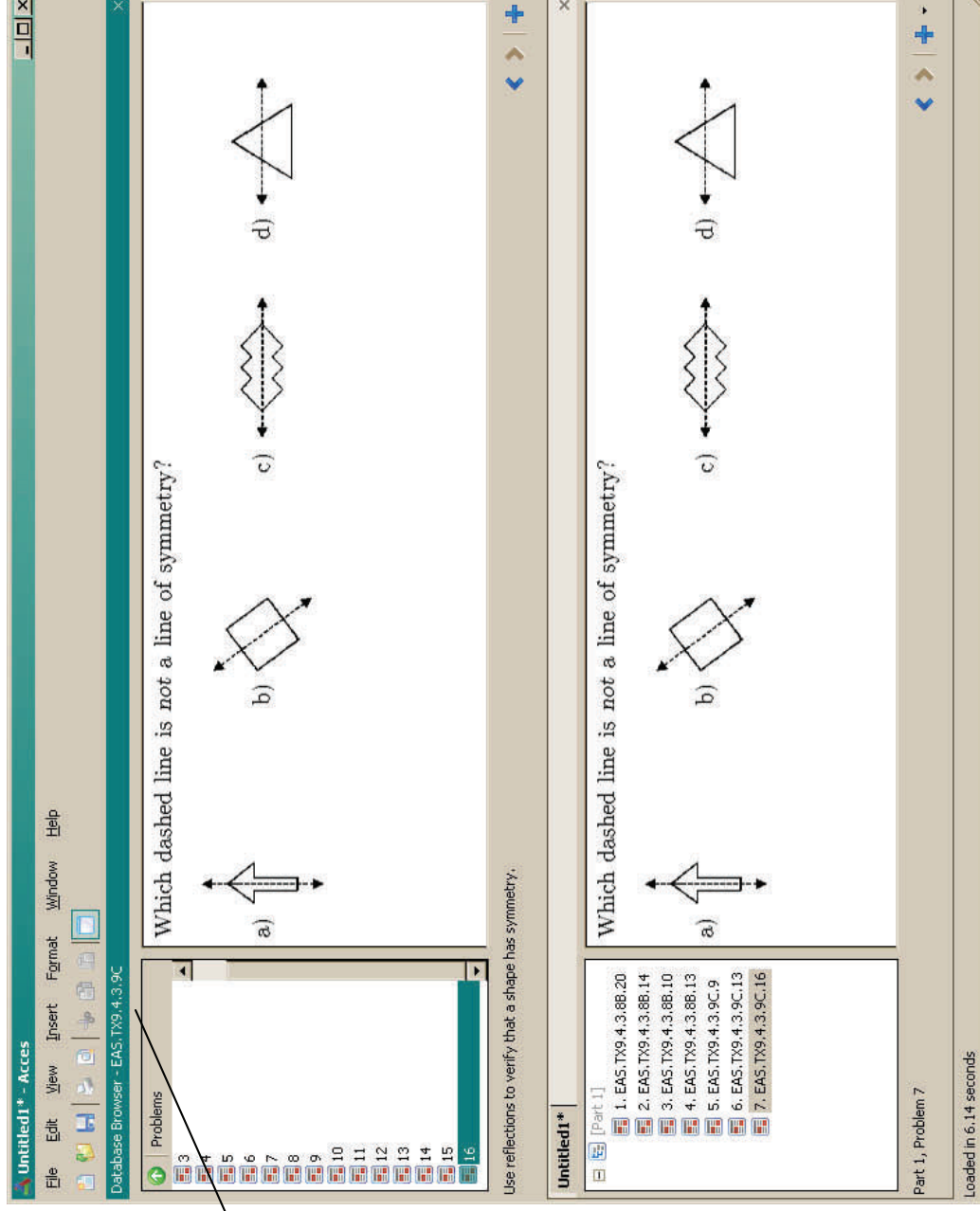
Creating Documents Using the Acces 4.0 Database

Math & Reading

Access4 for Windows - A Visual Overview

The **Database Browser** lets you browse for and add problems to your document.

Problems are organized into different categories and topics based on TEKS. Clicking on a problem will bring up a preview on the right.



Add problems from the Database Browser to your document by pressing the + button or by double-clicking on the problem preview.

Add your own problem by pressing the + button. Start writing in the edit window that comes up.

The **Document View** shows the contents of your document.

Format and edit your problems by right-clicking them and selecting an option from the menu. Rearrange your problems by dragging and dropping them in the list.

Please note: In the **Database Browser** and **Document View**, the problem preview shows unformatted content only. Choose File > Print Preview... to see how problems will look with all your formatting options applied.

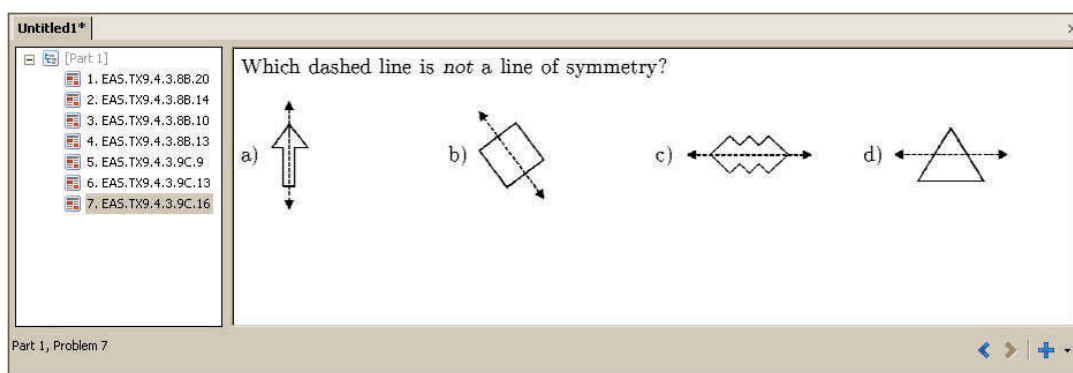
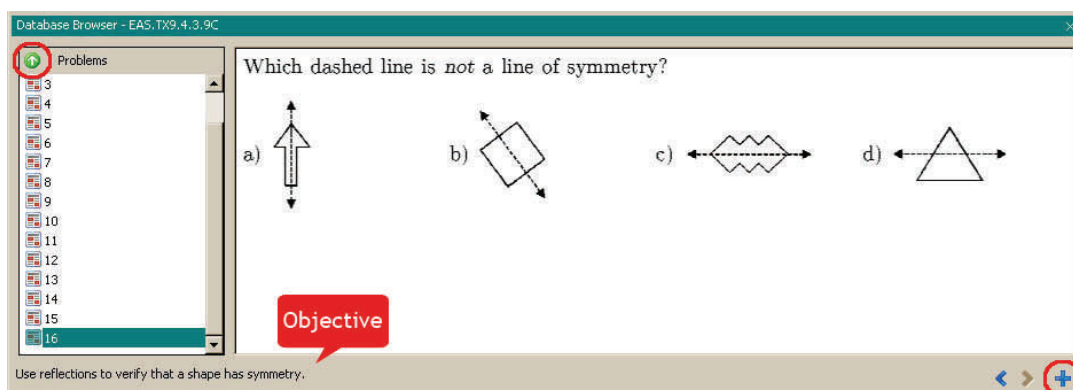
The Acces4 Databases

When you start **Acces4**, you will see a list of databases from which to choose. Here is a brief explanation of each database.

| Database | Description |
|---|---|
| CF Texas Elem Math (Spanish) CF Texas Elem Math 1-5 | Test banks from Cypress-Fairbanks School District for grades 1-5. |
| Texas Elem Reading (grades 3-6) | Same test banks as in previous years for grades 3-6. (Spanish) |
| TX Elem Math 3-6 (Spanish) | Old test banks prior to revision of TEKS |
| Texas ES Math (refined TEKS) Texas ES Math in Spanish (refined TEKS) | New test banks based on refined TEKS |
| Texas Elem Reading | Same test banks as in previous years for grades 3-6. (English) |
| TX Elem Math 3-6 | Old test banks prior to revision of TEKS (English) |

Selecting Problems (Math)

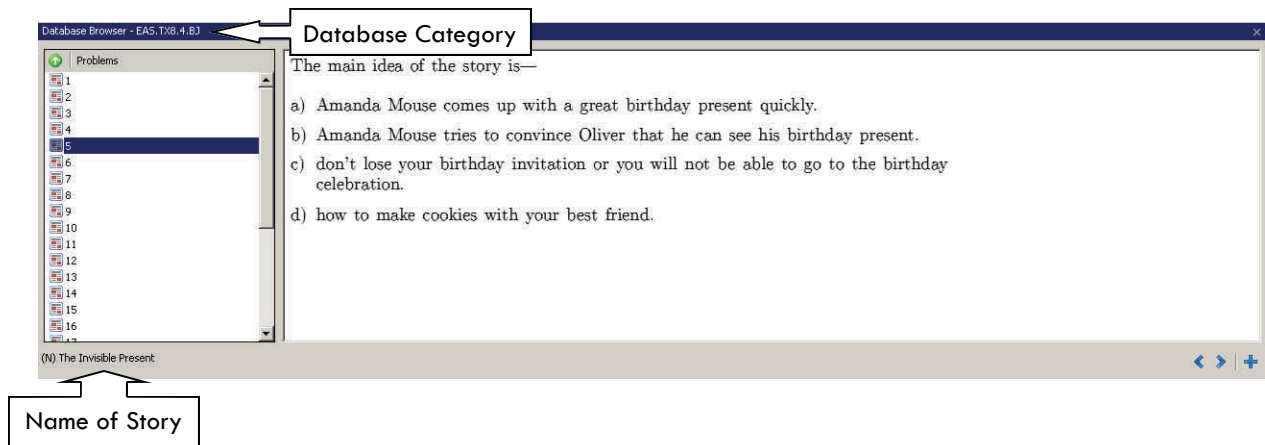
In the **Database Browser**, double-click one of the modules to open it. Continue opening categories or topics until you see a problem on the right. (The example below uses the math databases with refined TEKS.)



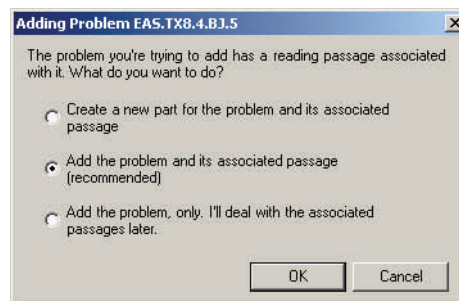
- Move down the list to see other problems. When you see a problem you like, press the + button at the bottom right of the Browser to add it to your document. (You may also double-click the problem to add it to your document.)
- Repeat this process to add more problems. To return to a different category, press the “up” button in the top left..
- To remove an item from your document, click on it and then press Delete on your keyboard.

Selecting Problems (Reading)

In the **Database Browser**, double-click one of the modules to open it. You will notice that the categories for Reading (and the old math databases) are not based on the TEKS. Each grade level at your school should have manuals that show all of the reading passages and problems using these categories.

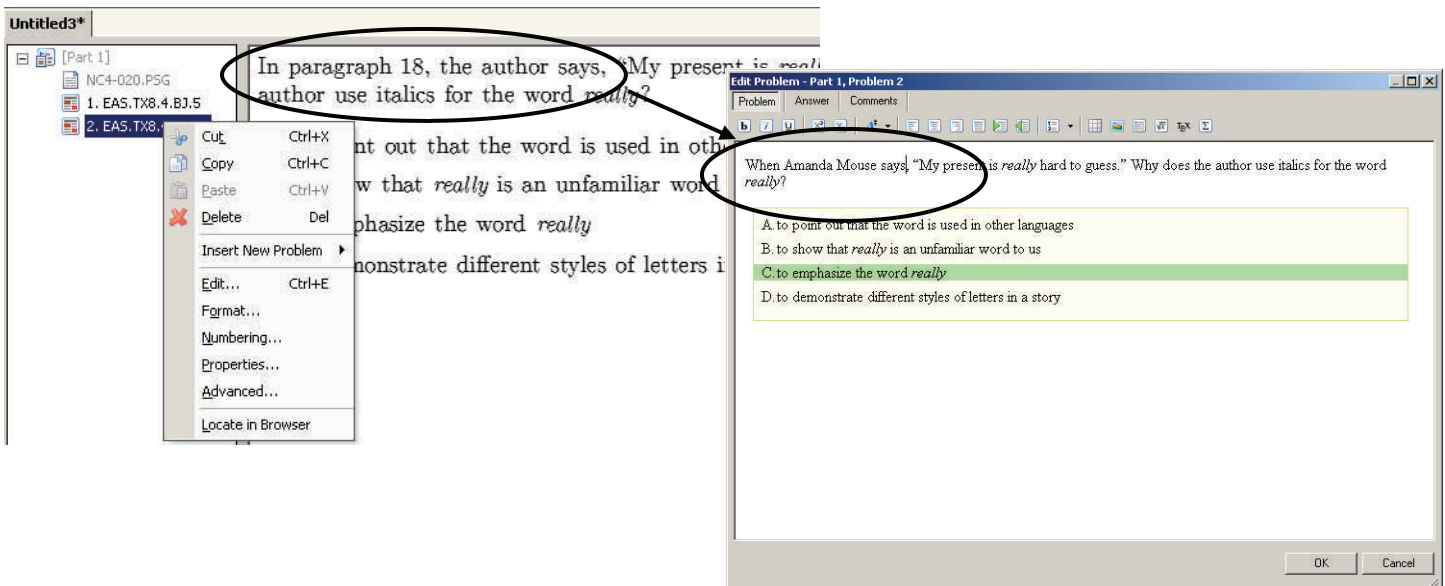


Once you select a question (**double-click**), you will get a message about the associated passage. The recommended action has already been selected for you. Click **OK**.



Editing questions

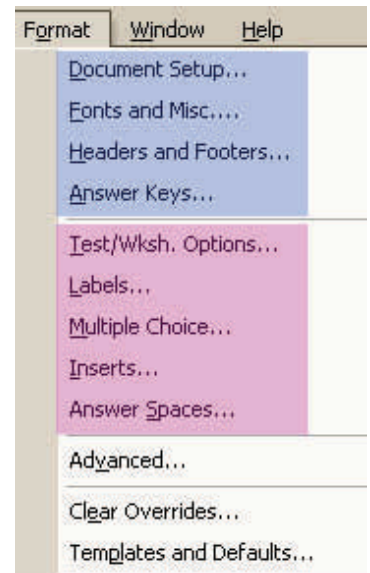
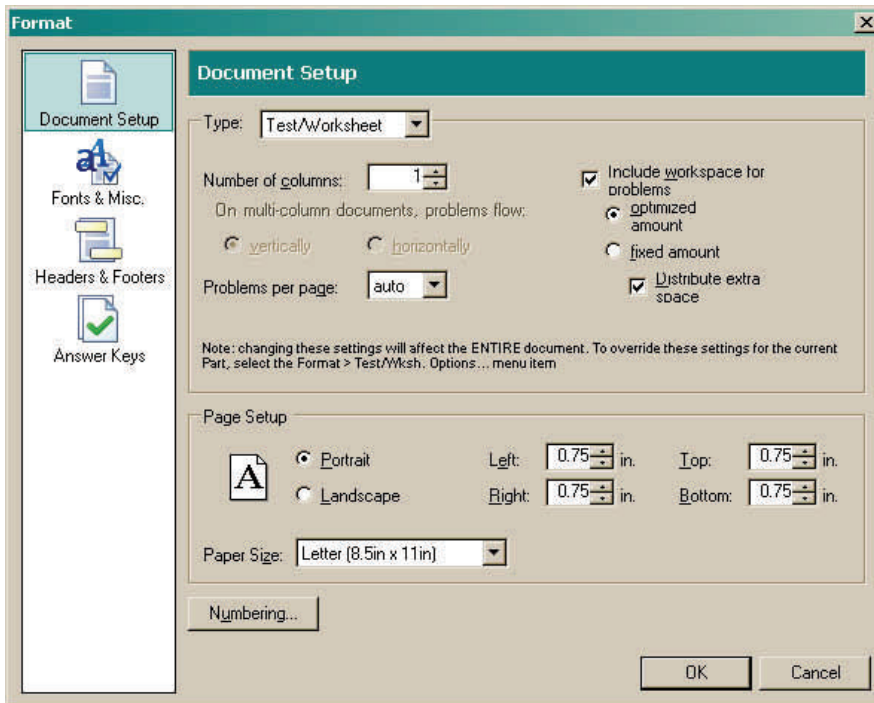
The text in questions can be edited for your test. On the bottom part of the screen, right-click a question and select **Edit..** A text editor will appear for you to make changes. Click **OK** when you are done.



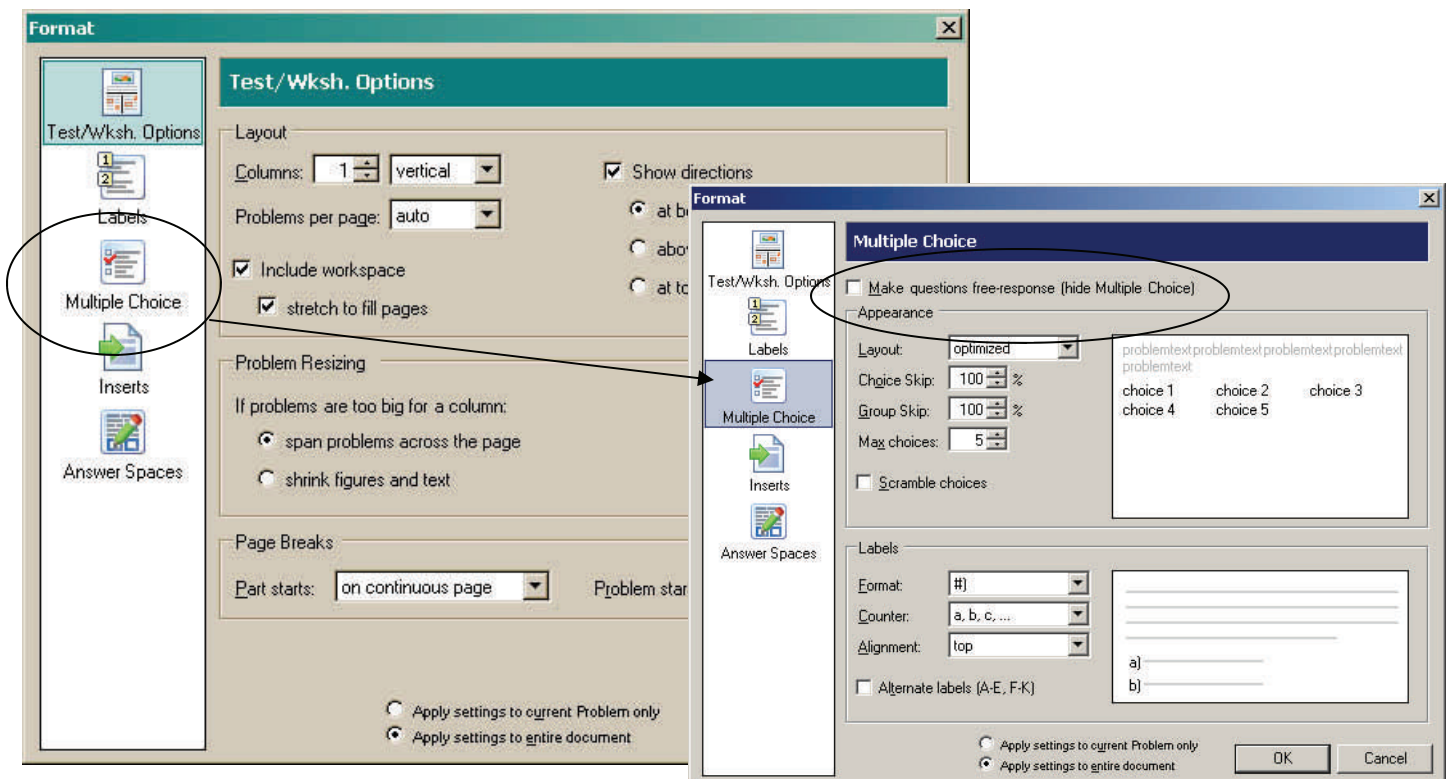
Formatting Your Document

From the **Format** menu, you will see a list of options for selecting document types and changing the appearance of the document.

The first group of options in the **Format** menu is for changing the *overall* layout, such as number of columns, font size, and headers and footers.



The second group of options is for further customization and for changing the layout of individual problems or parts in your document. (For instance, you can format the test so that multiple choice answers do not appear.)

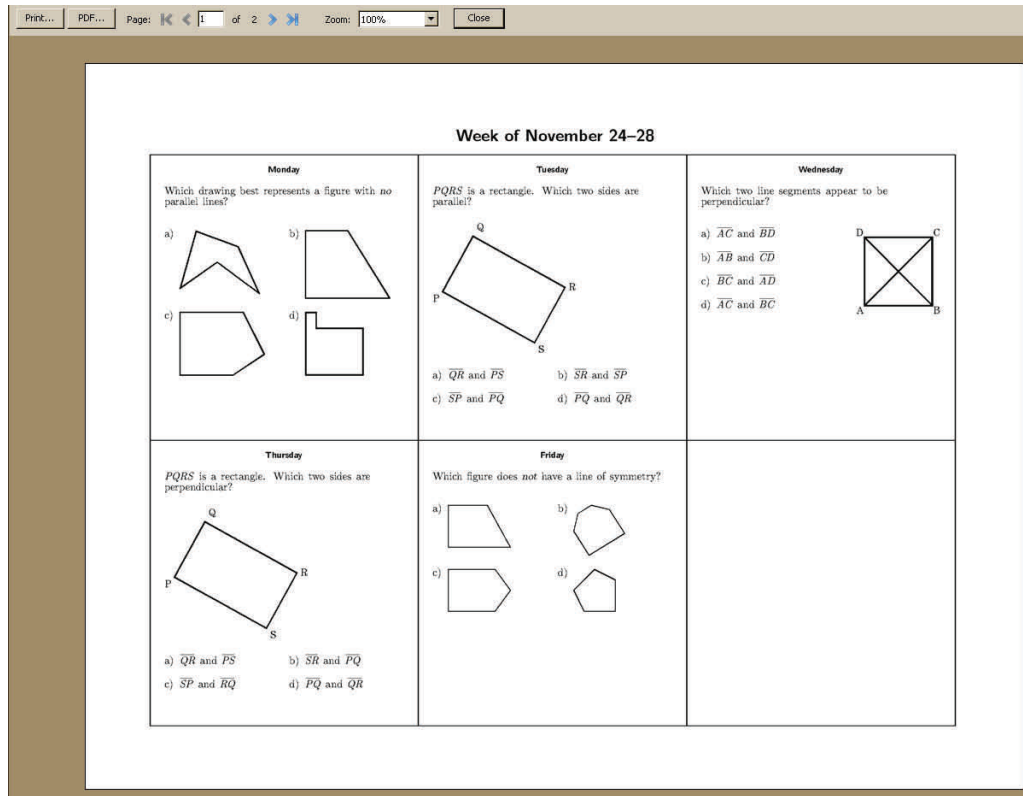


Previewing and Printing


Preview what your document looks like by going to the **File** menu and choosing **Print Preview**. Use the buttons at the top of **Print Preview** to navigate through the pages.

If you are satisfied with the way your document looks, press the **Print** button at the top left.

If you want to add more problems or change the way your document is formatted, press the **Close** button at the top right. You will return to the Acces4 main screen where you can make further changes.



The Print Preview above illustrates a **Weekly Calendar** document type. The image below shows a Monthly Calendar. (Note: Since the spaces on a Monthly Calendar are very limited, questions that include graphics are often not appropriate for this document type.)

| March, 2004 | | | | |
|--|---|--|--|---|
| Monday | Tuesday | Wednesday | Thursday | Friday |
| 1 April has 30 change in her collection. Also has 30 and February has 28. What is the best estimate for the number of change she has now? a) 80 b) 70 c) 88 d) 90 e) 100 | 2 Mick spent \$24 for a pack of chewing gum and \$74 for a candy bar. About how much did she spend in all? a) \$100 b) \$105 c) \$108 d) \$102 e) \$104 | 3 Clara bought a fishing pole for \$23.75. He gave the clerk \$25. About how much change should he receive? a) \$2 b) \$1.25 c) \$8 d) \$2 e) \$2 | 4 April has 30 change in her collection. Also has 30 and February has 28. What is the best estimate for the number of change she has now? a) 80 b) 70 c) 88 d) 90 e) 100 | 5 Name this shape.  a) Cone b) Sphere c) Cylinder d) Rectangular Prism |
| 8 Mick spent \$24 for a pack of chewing gum and \$74 for a candy bar. About how much did she spend in all? a) \$100 b) \$105 c) \$108 d) \$102 e) \$104 | 9 Mick bought a concert ticket for \$23.75. He gave the clerk \$25. About how much change should he receive? a) \$2 b) \$1.25 c) \$8 d) \$2 e) \$2 | 10 Clara had some apples. She gave 14 apples to Tim. Today she had 27 left. How many apples did she have to begin with? a) 81 b) 73 c) 71 d) 84 e) 23 | 11 Pete cut a 1 1/2 plywood cut 12.4 feet. He cut the plywood into 12 pieces. How much longer did Pete's cut all the 1/2's cut? a) 14.7 feet b) 21 feet c) 2.7 feet d) 2.7 feet | 12 Mick bought a concert ticket for \$23.75. He gave the clerk \$25. About how much change should he receive? a) \$2 b) \$1.25 c) \$8 d) \$2 e) \$2 |
| 15 Mick bought a 5 pound pack of potatoes and 2.5 pounds of corn. How many pounds of potatoes did she buy in all? a) 7.5 lbs b) 4.5 lbs c) 2.5 lbs d) 2.5 lbs | 16 Mick bought a 7 pound bag of corn and a 3.5 pound bag of corn. How many pounds was she in all? a) 10.5 lbs b) 12 lbs c) 10.5 lbs d) 3.5 lbs | 17 Mick bought a 5 pound pack of potatoes and 2.5 pounds of corn. How many pounds of potatoes did she buy in all? a) 7.5 lbs b) 4.5 lbs c) 2.5 lbs d) 2.5 lbs | 18 Mick bought a 5 pound pack of potatoes and 2.5 pounds of corn. How many pounds of potatoes did she buy in all? a) 7.5 lbs b) 4.5 lbs c) 2.5 lbs d) 2.5 lbs | 19 Mick bought a 5 pound pack of potatoes and 2.5 pounds of corn. How many pounds of potatoes did she buy in all? a) 7.5 lbs b) 4.5 lbs c) 2.5 lbs d) 2.5 lbs |

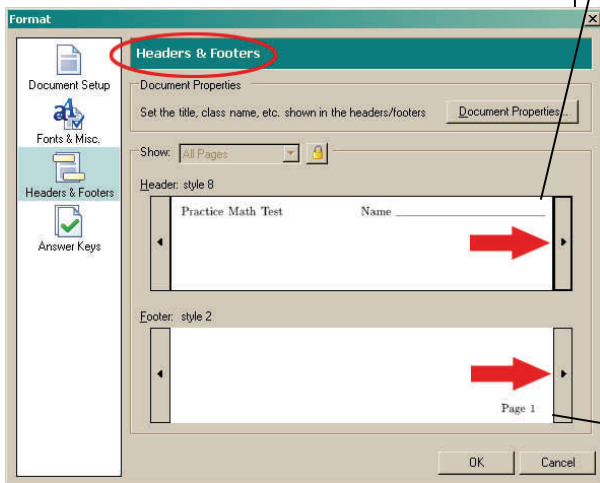
Flash Cards—With and Without answer selections

| | | | |
|---|---|--|--|
| <p>1. Talika had some marbles. She gave 24 marbles to Jim. Talika then had 37 left. How many marbles did she have to begin with?</p> <p>a) 81 b) 73 c) 71 d) 64 e) 33</p> | <p>2. Stacy is allowed to watch 20 hours of television per week. On the weekend she watched 12 hours. How many hours can she watch for the rest of the week?</p> <p>a) 32 hours b) 22 hours c) 20 hours d) 18 hours e) 8 hours</p> | <p>1. Talika had some marbles. She gave 24 marbles to Jim. Talika then had 37 left. How many marbles did she have to begin with?</p> | <p>2. Stacy is allowed to watch 20 hours of television per week. On the weekend she watched 12 hours. How many hours can she watch for the rest of the week?</p> |
| <p>3. Juan's fifth grade class has 25 boxes of crayons and 15 packs of markers. Each box contains 12 crayons. How many crayons are in his class?</p> <p>a) 180 b) 300 c) 375 d) 480 e) Not Here</p> | <p>4. Tony has 3 friends who have birthdays during the same month. He bought 3 different presents and spent a total of \$24. On average, how much did Tony spend for each present?</p> <p>a) \$8 b) \$7 c) \$6 d) \$5 e) Not Here</p> | <p>3. Juan's fifth grade class has 25 boxes of crayons and 15 packs of markers. Each box contains 12 crayons. How many crayons are in his class?</p> | <p>4. Tony has 3 friends who have birthdays during the same month. He bought 3 different presents and spent a total of \$24. On average, how much did Tony spend for each present?</p> |

Test/Worksheet (This is the default setting for documents.)

Formatting options for Test/Worksheets can allow for answer selections to be shown in vertical format giving more room for students to show their work.

Headers and Footers can be added to the document with many different formats available. From the **Format** menu, select **Headers & Footers** and scroll through the available formats (see red arrows below).



Practice Math Test Name _____

1. Which is a set of odd numbers?
 - a) 1, 5, 9, 10
 - b) 2, 4, 6, 10
 - c) 1, 3, 7, 9
 - d) 2, 6, 8, 9

2. Which is a set of even numbers?
 - a) 37, 41, 14, 60
 - b) 22, 34, 16, 48
 - c) 18, 39, 24, 52
 - d) 45, 83, 62, 54

3. Mr. Manning has 10 girls and 8 boys in his class. This makes 18 students in all. Which number sentence is *not* in the same fact family?
 - a) $8 + 10 = 18$
 - b) $18 - 8 = 10$
 - c) $18 - 10 = 8$
 - d) $10 - 8 = 2$

4. Gloria bought 10 apples. She lost 2 apples on the way home. This leaves her 8 apples. Which number sentence is in the same fact family?
 - a) $10 + 8 = 18$
 - b) $2 + 10 = 12$
 - c) $8 - 2 = 6$
 - d) $10 - 8 = 2$

Page 1

Test/Worksheet (with Reading Passage)

Here is an example of a worksheet for Reading. If you only want to print the reading passage, first preview the document to determine the number of pages for the passage. Then, set your print options to print only those pages.

What's for Dinner!

Since no animals like to be eaten, they defend themselves in many ways. Some run from their enemies; others try to hide.

The majority of small creatures try to hide. They feel that it's the safest way of not becoming "dinner" for a larger creature. However, this is not always true.

Nature has given some of its small members unique ways to protect themselves. The butterfly, for example, certainly does not try to hide. It drifts boldly through the air, flitting from one bright flower to another. You would think its choice of where it likes to be butterfly has! Any larger creature would find "Come and get lunch!" The butterfly proclaims or Dairy Queen with its tall signs dotting the visible. Like the signs, the butterfly is not afraid to make a meal of it because it tastes

Another daring creature is the firefly. It blinks in its vicinity. It does not care what lurks nearby. The firefly has no natural enemies because it, too,

Armadillos and turtles have a different way of defense. An armadillo's shell is made up of small plates of bony armor. It curls into a tight ball with its head, tail, and legs tucked in. The armadillo becomes an impossible meal for any predator.

Turtles carry their bony dome homes around

In this example, questions are displayed without multiple choice answers.

1. In the sentence, "Nature has given some of its small members unique ways to protect themselves," what is the meaning of the word unique?
2. Why do animals not eat butterflies and fireflies?
3. Why is the walking stick's surroundings important to its safety?
4. Fill in the blank with the correct animal: The _____ curls into a tight ball and its body is made of small plates of bony armor.
5. The armadillo is not afraid of other animals because—
6. A chameleon can trick the animals

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1.
Answer: particular
CodePath: EAS.TX8.3.AA.4
2.
Answer: They taste terrible.
CodePath: EAS.TX8.3.AA.11
3.
Answer: It can resemble its habitat.
CodePath: EAS.TX8.3.AA.17
4.
Answer: armadillo
CodePath: EAS.TX8.3.AA.23
5.
Answer: it can curl up in its shell
CodePath: EAS.TX8.3.AA.27
6.
Answer: blending in with its habitat
CodePath: EAS.TX8.3.AA.26

When multiple choice answers are hidden on the worksheet, the answer key will display the complete correct answer. Of course, answers from students may vary.