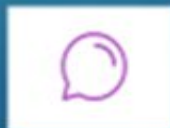


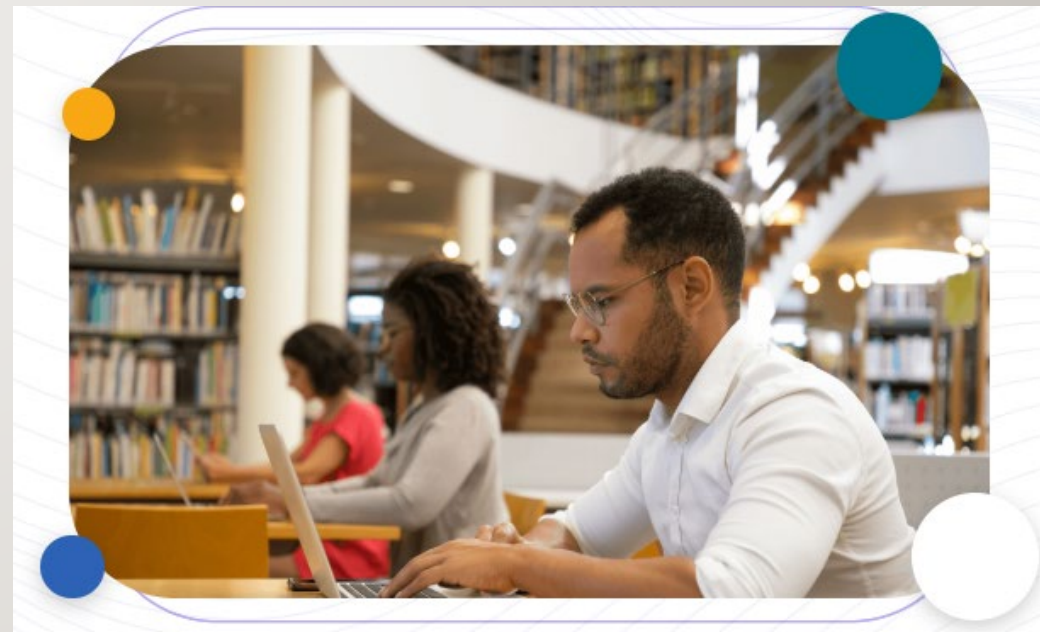
► **For Sound issues:**

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BUILDING SKILLS WITH LEARNINGEXPRESS LIBRARY



Kentucky Department for Libraries and Archives
State Library Branch
2026

MEET THE TRAINER



Deborah Hibbard

State Library Patron Services Supervisor

- 10 years with KDLA, 20 years with state government, 4 years at a public library
- Archives, Circulation, Reference

Contact:

Phone – 502-564-8378

Email – Deborah.Hibbard@ky.gov

Agenda

- Brief introduction to the KY Dept. for Libraries and Archives (KDLA)
- Explanation of LearningExpress Library and the centers
- Accessing LearningExpress
- Learning Centers In-Depth
- Questions and Wrap-Up

KDLA

*UNITING PEOPLE &
INFORMATION*



Organizational Information

Division of Library Services	Division of Archives and Records Management
KY Talking Books Library Library Development • Continuing Education State Library	Archival Services • Archives Research Rooms • Archives Records Center State Records • State Records Center Local Records Electronic Records Management

Library Services for State Employees

- ❖ Physical Collection of Books, CD Audiobooks, and DVDs
- ❖ Downloadable Collection of eBooks, eAudiobooks, and Magazines
- ❖ Electronic Research Databases
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- ❖ Training



LEARNINGEXPRESS LIBRARY INTRO



WHAT IS LEARNINGEXPRESS LIBRARY?

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- Features include guidance pages and a personalized learning roadmap, individualized study plans, timed and untimed practice tests, instant test and essay scoring, detailed answer explanations, *mobile device friendly interface*
- Available to State Library patrons through the Kentucky Virtual Library (KYVL) and KY residents through almost all public libraries via KYVL.

LEARNING CENTERS

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- Career Preparation
- Job & Career Accelerator
- Computer Skills Center
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EDUCATION CENTERS

- Adult Core Skills
- Grades 4-8
- High School Students
- GED Test Prep Center
- College Admissions Test Prep
- College Students

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- College admissions and placement exams (ACT[®], SAT[®], AP[®] and TOEFL[®])
- Academic skills-improvement for 4th-grade skills-level through college (reading, writing, math, science)
- Graduate School Admissions exams (DAT[®], GRE[®], GMAT[®], LSAT[®], MAT[®] and MCAT[®])
- Adult learning (reading, writing, math) with U.S. citizenship test prep
- High school equivalency (GED[®] and HiSET[®]) test prep
- Spanish-language content academic skills improvement as well as GED[®] and U.S. citizenship test prep
- Occupational certification exam prep for careers in nursing and allied health, military, law enforcement, education and the trades

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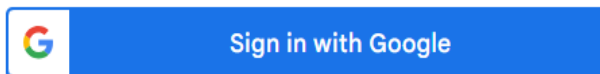
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* = Required Field

*Are you a European Union citizen? ☐ Yes ☒ No

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Last Name:

Your email address will be your username.
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*Email:

*Confirm Email:

Your Password is secret. DO NOT use your real name or any personal information.

*Password:

*Re-enter Password:

Register 

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i View our Privacy Policy

i Your password must be between 10 and 32 characters in length with no spaces. You should use at least one uppercase and one lowercase letter, plus at least one number or any of the





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Completed: 2

GRE® Analytical Writing Practice Test 1



In Progress: 0 | Completed: 0

CDL Air Brakes Endorsement Practice



In Progress: 0 | Completed: 0

GRE® Analytical Writing Practice Test 1



In Progress: 0 | Completed: 1

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View All Notes

In Progress: 12

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Introduction to the GED® Test



In Progress

Writing Skills for the Workplace Tutorial



In Progress

Introduction to the GED® Test



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GRE® Analytical Writing Practice Test 1

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Introduction to the GED® Test

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Becoming a Nurse  >> 

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In Progress: 16 | Completed: 1

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In Progress

Microsoft Excel 2016 Basic >> 
In Progress

Microsoft Excel 2016 Course 1: Basic >> 
In Progress

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Career Dashboard

Resumes (2)  

Letters (0)  

Saved Searches (1)  

Saved Jobs (3)  

Saved Occupations (24)  

Occupation Matches  

Interest Matcher
Primary: 16, Secondary: 15

Skills Matcher
Primary: 63, Secondary: 18

Recommended Resources 

Skills Improvement: 4
Practice Tests and eBooks: 47

Go to Career Dashboard >>

School Finder Dashboard

Saved Schools (0)  

Saved School Comparisons (0)  

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Saved Scholarships (0)  

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GRE® Analytical Writing Practice Test 1



In Progress: 0 | Completed: 0

CDL Air Brakes Endorsement Practice



In Progress: 0 | Completed: 0

GRE® Analytical Writing Practice Test 1



In Progress: 0 | Completed: 1

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Introduction to the GED® Test



In Progress

Writing Skills for the Workplace Tutorial



In Progress

Introduction to the GED® Test



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Introduction to the GED®

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CDL Air Brakes Endorsement Practice

Writing Skills for the Workplace Tutorial

In Progress: 0 | Completed: 0

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GRE® Analytical Writing Practice Test 1

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Career Preparation

Make your work goals a reality—
start a new career or advance in
your current field.

Career Preparation

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Job & Career Accelerator

College Admissions Test Preparation

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Prepare for Teaching Exams

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Explore Green Careers

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Become a Nurse

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Becoming a Nurse

How would you like to come home from work each day knowing that you made someone's life better? Becoming a Nurse provides everything you need to know to join the field, from the educational requirements and ideal personal attributes to the job market.

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Improve communication between you and your patients! This guide includes basic Spanish grammar guidelines, key expressions to help facilitate conversation, physical terminology and anatomy, and more.

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Becoming a Nurse



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Career Preparation



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Improve Your Job Search, Interviewing, and Networking Skills

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- Conduct a Successful Job Search
- Create Great Resumes and Cover Letters
- Interview with Confidence
- Accept a Job and Negotiate Your Salary

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- Strengthen Your Business Writing Skills
- Succeed on the Job

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- Conduct a Successful...
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- Conduct a Successful Job Search
- Create Great Resumes and Cover Letters
- Interview with Confidence
- Accept a Job and Negotiate Your Salary

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Master what to say and how to say it during your job search. This eBook has more than 100 scripts and tips that will teach you how to confidently approach your contacts using social media, emails, and cold calling—speeding up your job search.

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Find Your Next Job

Have you been searching for a job for a while or want to change careers? Perhaps you're about to graduate and start looking for your first job? This tutorial will guide you through every step of the job search process. From an overview of the modern-day world of employment opportunities and various career paths, through useful tips on how to execute your search and apply for a job, to best practices in using social media to advance your career, you'll find important steps to keep in mind in order to be successful in job market.

Start Tutorial



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ASWB Bachelors Practice Exam 1

This first practice ASWB Bachelors exam is composed of 170 multiple-choice questions and covers all of the areas tested on the official exam. It is designed to familiarize you with the content and format of the official exam, as well as your strengths and weaknesses.

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This second practice ASWB Bachelors exam is composed of 170 multiple-choice questions and covers all of the areas tested on the official exam. It is designed to familiarize you with the content and format of the official exam, as well as your strengths and weaknesses.

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ASWB Bachelors Practice Exam 1

Before you begin your test, it's very important to take a few minutes to review these instructions to be sure you get the most from your online testing experience.

About This Test

This practice ASWB Bachelors exam is composed of 170 multiple-choice questions and covers all the areas tested on the official exam. It is designed to familiarize you with the content and format of the official exam, as well as your strengths and weaknesses. The ASWB Bachelors exam is a pass/fail exam meant to test your minimum competence as a future social worker. It covers topics like stages of human development; diversity; the art of assessment; questions about social work practice; and ethics, values, and relationships within the field.

When you complete this practice test, you'll get a diagnostic score report that displays your overall score, as well as your performance in the individual subtopics assessed on the official test. Use that score report as your study guide.

From the 170 questions on the official exam, 150 will be scored. There are also 20 pretest questions mixed in throughout the exam that will not be scored. For the 150 scored questions, the official passing raw score ranges from 93 to 106 questions answered correctly, due to statistical adjustments performed by ASWB. In 2016, the pass rate for the ASWB Bachelors exam was 76.8%, and that is the passing score used in this practice exam.

Like the official test, this practice test lasts four hours. Please note that during the official test there are no breaks (you can take a break, but the clock will not be stopped), so practice timing yourself appropriately.

Good luck!

How to Take This Test

Answering Questions

Mark your answer by clicking on the circle next to your choice.

Changing Your Answers

Before clicking SCORE MY TEST, you can change your answer to any question by clicking on a new answer choice. Once you score your test, you will not be able to change answers.

Navigating Through Questions

To go to the next page of questions, click NEXT at the bottom of the page. To jump to another question, click JUMP TO QUESTION at the top of the page and select the question you want to see.

Scoring Your Test

SCORE MY TEST submits your answers for immediate scoring and analysis. Do not click this button until you are sure you are finished with your test. After your test is scored, you will not be able to change your answers.

Viewing Instructions

You can view test instructions at any time by clicking the VIEW INSTRUCTIONS button at the top of the screen.

View Answers

From your score report, click on the VIEW ANSWERS button to review any question on the test. Click on any answer choice to see the explanation for that choice.

Test Details:

- ☒ Total Questions: 170
- ☒ Test Time: 240 Minutes

Choose Your Test Mode:

- ☐ Simulation
The test will stop when the timer is up.
- ☒ Practice
See answer explanations after you have finished. If the test is timed, the timer will display but will not be enforced.
- ☐ Learner
View the answers to each question as you go along to help you study.

Start Test ▶



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All-new AI-powered Resume Builder!

Completely redesigned for a more intuitive, up-to-date experience, it will help you create a polished resume in minutes with personalized drafts, seamless real-time editing and formatting, and expert-vetted samples and designs.





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Career Dashboard

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Your progress is 65% complete. You can track your Job and Career activities here.

Resumes

+ Add a Resume

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Librarian	LAST MODIFIED: 2579 days ago	     
Deborah Hibbard	LAST MODIFIED: 2910 days ago	     

Letters



Saved Searches



Saved Jobs



Saved Occupations



Occupation Matches



Recommended Resources





Career Dashboard

 Great news! We've updated our sample resume collection. Browse more than 140 resumes, redesigned for today's top industries, job titles, and Applicant Tracking System (ATS) requirements.



Your progress is **65%** complete. You can track your Job and Career activities here.

Resumes



Letters



Saved Searches



Saved Jobs



Saved Occupations



Occupation Matches



Recommended Resources



Build Resumes and Job Letters

[Browse
Resources](#)[Learn More
Guidance](#)

Great news! We've updated our sample resume collection. Browse more than 140 resumes, redesigned for today's top industries, job titles, and Applicant Tracking System (ATS) requirements.



☒ Tests (0) ☒ Tutorials (2) ☒ eBooks (0) ☒ Articles (0) ☒ Career Tools (2) ☒ Finder Tool (0) ☒ Modules (0)

Build Your Resume

This step-by-step resume builder will help you create and publish the most effective resumes possible. As you build, you'll find expert advice, easy-to-follow instructions, and helpful resume samples to help you through each step of the process.

[Launch Career Tool](#)

Build Your Letter

This step-by-step builder will help you create effective cover and job search letters that will get you noticed. As you build, you'll find expert advice, easy-to-follow instructions, and helpful samples to help you through each step of the writing process.

[Launch Career Tool](#)

Great Resumes

This tutorial will help you through each step of the resume creation process. Explore what a resume is and the different resume sections and their uses, find the right format for you, learn about keywords and action words, view sample resumes, and more.

[Start Tutorial](#)

Great Cover Letters

This tutorial will help you through each step of the cover-letter creation process. Explore all the different elements of an effective cover letter, learn what you should include and what format works best for you, view sample cover letters, and more.

[Start Tutorial](#)

[Back](#)

Using the Resume Builder

Resume Builder

This tool can help you create resumes that are sharp, focused, and just right for the jobs you're seeking. Just complete the following steps to get started!

Add a New Resume

How do you want to start your resume?

- ☐ I want to create a new resume.
- ☐ I want to upload and edit an existing resume.

[Letter Builder](#) [Saved Resumes](#) [Privacy](#)

Resume Writing Tips

- Create multiple versions of your resume and adapt your experience for each position as you apply.
- Be brief and stay focused when writing about your work history and qualifications.
- Highlight your accomplishments as well as your responsibilities.
- Use resume keywords that match specific job and industry requirements to help you get noticed.
- Use powerful action words and phrases to stand out from the competition.
- Make your resume viewable by posting on LinkedIn and sharing on Facebook.
- Always proofread and spell check your resume before sending it out.

Back

Using the Resume Builder

Resume

Using the Resume Builder

This tool can help you create the following steps:

Add a new resume

How do you want to create your resume?

☐ I want to create a new resume

☐ I want to edit an existing resume

Resume Writing Tips

- Create a resume that is easy to read and understand.
- Be brief and to the point.
- Highlight your accomplishments as well as your responsibilities.
- Use resume keywords that match specific job and industry requirements to help you get noticed.
- Use powerful action words and phrases to stand out from the competition.
- Make your resume viewable by posting on LinkedIn and sharing on Facebook.
- Always proofread and spell check your resume before sending it out.



Using the Resume
Builder

Resume Builder

This tool can help you create resumes that are sharp, focused, and just right for the jobs you're seeking. Just complete the following steps to get started!

Add a New Resume

[Letter Builder](#)[Saved Resumes](#)[Privacy](#)

How do you want to start your resume?

- ☒ I want to create a new resume.
- ☐ I want to upload and edit an existing resume.

* - Required Field

*Name Your Resume:
(Max 50 characters)

Describe Your Resume:
(Max 2000 characters)

*Select Job Category:

*Select Your Job Experience:

Choose Your Work Situation:

(If multiple answers apply, please choose the one that best describes your situation.)

- ☐ I have a 6+ month gap in work history.
- ☐ I'm transitioning from military to civilian workforce.
- ☐ I'm looking to change careers.
- ☒ None of these options describe my current work situation.

Start Building My Resume >



 Build or Edit Resume Browse Sample Resumes Keyword List Preview Resume

You can create or edit your resume below, adding (+ Add link) or editing (✎ Edit link) the sections that you want to include. When you've finished writing, click the **Preview Resume** tab to save your resume, re-order sections, apply styles, and more.

★ = Required Field

Use the  and  buttons to navigate through the different sections of your resume.

< Select >

Header

 Edit

Deborah Hibbard
deborah.hibbard@ky.gov

Headline

+ Add

Click "+ Add" to add a headline to your resume.

Highlights of Qualifications

+ Add

Click "+ Add" to add highlights of your work experience, talents, and accomplishments to your resume.

Experience

+ Add

Click "+ Add" to add relevant work experience to your resume.

Education

+ Add

Click "+ Add" to add information about your education to your resume.

Skills

+ Add

Click "+ Add" to add relevant job skills to your resume.

Licenses/Certifications

+ Add

Click "+ Add" to add professional licenses or certifications you have earned.

Honors/Awards

+ Add

Click "+ Add" to add any professional or academic honors and awards you have earned.

Publications/Presentations

+ Add

Click "+ Add" to add any noteworthy professional publications or presentations you have been involved with.

Professional Associations

+ Add

Click "+ Add" to include your memberships in any job-relevant organizations.

Additional Information

+ Add

Click "+ Add" to add relevant accomplishments that do not fit in any other resume section.

Endorsements

+ Add

Click "+ Add" to add a brief, personal endorsement from a colleague or supervisor.

Add a Section

+ Add

Click "+ Add" to customize your resume by adding a unique section title and content.



KYVL.ORG

Kentucky Virtual Library

What do you want to learn today?



EBSCOlearning

Home

Centers

Deborah Hibbard

Contact Us

Help

My Center

Tests Tutorials Microlessons eBooks Videos Articles Flashcards Career Dashboard Scholarship Finder Dashboard

School Finder Dashboard Modules

Career Dashboard

Great news! We've updated our sample resume collection. Browse more than 140 resumes, redesigned for today's top industries, job titles, and Applicant Tracking System (ATS) requirements.

Your progress is **65%** complete. You can track your Job and Career activities here.

Resumes

+ Add a Resume

Reference Librarian

LAST MODIFIED:
17 minutes ago



Librarian

LAST MODIFIED:
2579 days ago



Deborah Hibbard

LAST MODIFIED:
2910 days ago



Letters



Saved Searches



Saved Jobs



Saved Occupations



Occupation Matches



Recommended Resources



Job & Career Accelerator



 Get ready! A brand-new AI-powered Resume Builder is coming soon. [Check out the highlights!](#)



[+ Saved Job Dashboard](#) (5 most recent [Saved Jobs](#), [Resumes](#) and [Letters](#))

[Full Career Dashboard](#) ►►

[Build Resumes and Job Letters](#)



[Find a Career Match](#)



[Explore Occupations](#)



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[Prepare for an Interview](#)



[Career eBooks Library](#)



[Discover Schools and Scholarships](#)



Search for Jobs and Internships

[Browse Resources](#)
[Learn More Guidance](#)

☒ Tests (0)
 ☒ Tutorials (1)
 ☒ eBooks (0)
 ☒ Articles (0)
 ☒ Career Tools (5)
 ☒ Finder Tool (0)
 ☒ Modules (0)



Federal Job Search

Search the USAJOBS® federal jobs database by job title, department, agency, series, or occupation.

[Launch Career Tool](#)


Monster USA Internship Search

Access and search internship postings across the United States, aggregated from the leading job boards, government and corporate sites, online classifieds, recruitment sites, and more—all from one single search.

[Launch Career Tool](#)


Monster Canada Internship Search

Access and search internship postings aggregated from the leading job boards, government and corporate sites, online

Find Your Next Job

Have you been searching for a job for a while or want to change careers? Perhaps you're about to graduate and start looking for your first job? This tutorial will guide you through every step of the job search process. From an overview of the modern-day world of employment opportunities and various career paths, through useful tips on how to execute your search and apply for a job, to best practices in using social media to advance your career, you'll find important steps to keep in mind in order to be successful in job market.

[Start Tutorial](#)


Monster USA Job Search

Job & Career Accelerator's job search engine gives you access to over 5 million job postings in the United States, aggregating from the leading job boards, government and corporate sites, online classifieds, recruitment sites, and more—all from one single search.

[Launch Career Tool](#)


Monster Canada Job Search

Job & Career Accelerator's job search engine gives you access to over 5 million job postings, aggregating from the





< Back

Searching for Jobs
and Internships

Monster USA Job Search

More Job Search Tools

Job Title, Skills, or Keywords



Location (or "Remote")



+ Advanced Search

Search Jobs



Saved Job Searches

truck driver-Lexington



[Back](#)

Searching for Jobs
and Internships

Monster USA Job Search

More Job Search Tools

Job Title, Skills, or Keywords



Location (or "Remote")



Advanced Search

Search Jobs

Advanced Job Search

Helpful Hints

Keywords

With The Following **Keywords**:

With The Following **Skills**:

With **Job Title**:

Within **Company Name**:

Locations

City:

State:

ZIP Code:

Within:

Filters and Preferences

Posted Within:

Job Type:

Results Per Page:

Clear

Search Jobs

Saved Job Searches

truck driver-Lexington



Job Title, Skills, or Keywords

 truck driver

Location (or "Remote")

 kentucky

+ Advanced Search

Search Jobs 

Your search for **truck driver** jobs & careers in **kentucky** returned **2235** results.

 Save this Job Search

<< < 1 2 3 4 5 > >>

View Jobs Within: 25 miles 

CDL-A Refrigerated Truck Driver

J&R Schugel
Louisville, KY, 40253

CDL-A Refrigerated Truck Driver Pay & Miles - Pay Range: \$0.625...CDL-A Refrigerated Truck Driver Requirements - Minimum age: 21 - Valid CDL-A -...our people-first culture, our long-term commitment to driver ownership through ESOP, and a belief that...

Listed on 02/23/2026 12:00:00 AM

 Save this Job Listing ☒ Apply

CDL A Tanker Driver

Heniff Transportation
Taylorsville, KY, 40071

Heniff Transportation Systems has immediate openings for CDL-A, ISO/Tanker Drivers due to new, booming business in the area. Qualified drivers must have a Tanker and HazMat endorsement and 1 year of Tanker Experience. ISO experience is needed as wel...

Listed on 02/23/2026 12:00:00 AM

 Save this Job Listing ☒ Apply

CDL A Delivery Truck Driver

Mclane Company, Inc.
Lexington, KY, 40533

What you'll do as a CDL-A Delivery Driver: - Inspect tractor-trailer for defects pre/post... - Maintain driver log (Manual or Peoplenet) according to DOT regulations, documenting delivery receipt, product temperatures and exceptions...

Listed on 02/21/2026 12:00:00 AM

 Save this Job Listing ☒ Apply

CDL-A Refrigerated Truck Driver - \$2,100 to \$2,500 per week in Frankfort, KY

Wise Wheeler LLC
Frankfort, KY, 40601

Job description: We are looking for motivated and experienced CDL-A drivers for Over-the-Road (OTR) positions. If you're ready to work for a professional and reliable company that values its drivers, we'd love to hear from you! What We Offer: ...

Listed on 02/21/2026 12:00:00 AM

 Save this Job Listing ☒ Apply

Monster USA Job Search

More Job Search Tools

Job Title, Skills, or Keywords

truck driver

Location (or "Remote")

kentucky

+ Advanced Search

Search Jobs

Your search for **truck driver** jobs & careers in **kentucky**
returned **2235** results.

Save this Job Search

<< < 1 2 3 4 5 > >>

View Jobs Within: 25 miles

CDL-A Refrigerated Truck Driver

J&R Schugel

Louisville, KY, 40253

CDL-A Refrigerated Truck Driver Pay & Miles - Pay Range: \$0.625...CDL-A Refrigerated Truck Driver Requirements - Minimum age:
21 - Valid CDL-A ...our people-first culture, our long-term commitment to driver ownership through ESOP, and a belief that...

Listed on 02/23/2026 12:00:00 AM

Save this Job Listing Apply

Save this Job Listing

Follow the steps below to save and track this new job opportunity in your Job & Career Accelerator Dashboard.

* = Required Field

Add Job Information

Here you can save the important information you'll need to pursue this job opportunity and link any saved resumes or letters.

* Job Title:	CDL-A Refrigerated Truck Driver
* Company:	J&R Schugel
Description:	CDL-A Refrigerated Truck Driver Pay & Miles
Contact Name:	
Contact Email:	
Job URL:	https://job-openings.monster.com/cdl-a-refrigerated-truck-driver-louisv
Link a Resume:	Select an existing resume
Link a Letter:	Select an existing letter

Save Job to Occupation Card

An Occupation Card contains detailed information about that specific occupation, taken from the O*NET career database. An Occupation Card helps you organize your job by keeping all your saved jobs for an occupation in one place. If you can't find an Occupation Card that fits this job opportunity, you can create your own.

- 1 My saved Occupation Cards: Select a Saved Occupation Card
- 2 Select from all Occupation Cards:
- 3 Create a new Occupation Card:
- 4 Skip This Step for Now

Cancel

Save

Job & Career Accelerator



Get ready! A brand-new AI-powered Resume Builder is coming soon. [Check out the highlights!](#)

+ Saved Job Dashboard (5 most recent **Saved Jobs**, **Resumes** and **Letters**)

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[Find a Career Match](#)

[Explore Occupations](#)

[Search for Jobs and Internships](#)

[Prepare for an Interview](#)

[Career eBooks Library](#)

[Discover Schools and Scholarships](#)

Explore Occupations

[Browse Resources](#)[Learn More Guidance](#)

Interested in exploring a career in cloud computing? Look to Amazon Web Services, where you can fast track your future with **AWS Cloud Institute**. This virtual, comprehensive cloud-skills training program is designed to help you launch your cloud career in as little as 9 months – regardless of your technical background. Come build the in-demand skills that put YOU in demand.



☒ Tests (0) ☒ Tutorials (2) ☒ eBooks (0) ☒ Articles (0) ☒ Career Tools (6) ☒ Finder Tool (0) ☒ Modules (0)

Explore: Career Clusters

Career Clusters contain occupations in the same field of work that require similar skills. They can be used to focus education plans towards obtaining the necessary knowledge, competencies, and training for success in a particular career pathway.

[Launch Career Tool](#)

Explore: Bright Outlook Occupations

Discover careers that are projected to have long-term growth and a need for increased workforces, or are being expanded because of new technology, innovation, or economic trends.

[Launch Career Tool](#)

Explore: STEM Occupations

Explore the wide variety of occupations that require education in science, technology, engineering, and mathematics (STEM) disciplines.

[Launch Career Tool](#)

Explore: Registered Apprenticeships

Apprenticeship can be found in all industries and many different occupations. Explore the occupations approved by the U.S. Department of Labor for use in a Registered Apprenticeship Program.

[Launch Career Tool](#)

Explore: Hot Technologies

Explore the most in-demand technologies and software skills frequently included in employer job postings.

[Launch Career Tool](#)

Military to College: A How-to Guide for New Veterans

Serving in the military opens numerous doors to veterans who want to attend college or pursue a graduate degree after their years of service. Make sure you're aware of all the doors open to you with this tutorial—and unlock unexpected ways to earn college credit, find a "military friendly" college, and maximize your VA benefits.

[Start Tutorial](#)

Military to Civilian Career: A How-to Guide for New Veterans

As a recent or soon-to-be veteran, you're about to begin a brand-new phase in your life. If you take the time to define a positive, realistic career goal and stay confident, focused, and flexible as you work toward it, you'll have the calm of knowing you're on a clear path to success—a path you're creating for yourself. This tutorial is designed to help you make informed decisions and take action-oriented steps to develop a rewarding new career in a place you may not have inhabited for a while—the civilian work world.

[Start Tutorial](#)

Explore: Military-to-Civilian Occupations

If you're a veteran or transitioning out of military service, you can use this tool to explore civilian occupations that are similar to your military job.

[Launch Career Tool](#)

Using Browse All
Career Categories

Browse All Career Categories

Browse detailed information for over 1,000 different careers.

Search By Keyword



Explore: Career Clusters



Career Clusters contain occupations in the same field of work that require similar skills. They can be used to focus education plans towards obtaining the necessary knowledge, competencies, and training for success in a particular career pathway.

Select a Career Cluster

- + Agriculture, Food & Natural Resources
- + Architecture & Construction
- + Arts, Audio/Video Technology & Communications
- + Business Management & Administration
- + Education & Training
- + Finance
- + Government & Public Administration
- + Health Science
- + Hospitality & Tourism
- + Human Services
- + Information Technology
- + Law, Public Safety, Corrections & Security
- + Manufacturing
- + Marketing
- + Science, Technology, Engineering & Mathematics
- + Transportation, Distribution & Logistics

Explore: Military-to-Civilian Occupations



Explore: Bright Outlook Occupations



Explore: Registered Apprenticeships



— Transportation, Distribution & Logistics

- Air Traffic Controllers
- Aircraft Cargo Handling Supervisors
- Aircraft Mechanics and Service Technicians
- Aircraft Service Attendants
- Airfield Operations Specialists
- Airline Pilots, Copilots, and Flight Engineers
- Ambulance Drivers and Attendants, Except Emergency Medical Technicians
- Automotive Body and Related Repairers
- Automotive Glass Installers and Repairers
- Automotive Service Technicians and Mechanics
- Automotive and Watercraft Service Attendants
- Avionics Technicians
- Bicycle Repairers
- Billing and Posting Clerks
- Bridge and Lock Tenders
- Bus Drivers, School
- Bus Drivers, Transit and Intercity
- Bus and Truck Mechanics and Diesel Engine Specialists
- Captains, Mates, and Pilots of Water Vessels
- Cargo and Freight Agents
- Cleaners of Vehicles and Equipment
- Commercial Pilots
- Couriers and Messengers
- Dispatchers, Except Police, Fire, and Ambulance
- Electrical and Electronics Installers and Repairers, Transportation Equipment
- Electronic Equipment Installers and Repairers, Motor Vehicles
- First-Line Supervisors of Helpers, Laborers, and Material Movers, Hand
- First-Line Supervisors of Material-Moving Machine and Vehicle Operators
- First-Line Supervisors of Passenger Attendants
- First-Line Supervisors of Transportation Workers, All Other
- Flight Attendants
- Freight Forwarders
- Gas Compressor and Gas Pumping Station Operators
- Heavy and Tractor-Trailer Truck Drivers
- Industrial Truck and Tractor Operators
- Laborers and Freight, Stock, and Material Movers, Hand
- Light Truck Drivers
- Loading and Moving Machine Operators, Underground Mining



Using Occupation
Cards

Explore Occupations

English ☐ Español

This card contains detailed information about this specific occupation, taken from the O*NET career database. Click and scroll through the menu below to see a description of this occupation along with educational and training requirements; the experience, skills, and abilities needed; salary information; job outlook; and more.

Once saved in your **My Career Dashboard** you can also use this card to help organize your job searches by keeping all your saved jobs for an occupation in one place.

To save this **Occupation Card** to your **My Career Dashboard**, click **Save Card**. You also can print this card out or save it as a PDF file by clicking **Print Card**.

OCCUPATION:

Light Truck Drivers

Print Card

Delete Card

- i** Drive a light vehicle, such as a truck or van, with a capacity of less than 26,001 pounds Gross Vehicle Weight (GVW), primarily to pick up merchandise or packages from a distribution center and deliver. May load and unload vehicle.



▶ Video Transcript



► Video Transcript

	Wages and Trends	▼
	Knowledge, Skills and Abilities	▼
	Tasks and Activities	▼
	Tools and Technology	▼
	Education and Training	▼
	Related Occupations	▼
	Web Resources	▼
	Sources of Additional Information	▼
	Recommended Occupation Practice Resources	▼
	Recommended Skills Improvement	▼
	View Available Jobs	▼
	Saved Jobs	▼





Job & Career Accelerator



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[Find a Career Match](#)



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Prepare for an Interview

[Browse
Resources](#)[Learn More
Guidance](#)

☒ Tests (0) ☒ Tutorials (1) ☒ eBooks (5) ☒ Articles (0) ☒ Career Tools (0) ☒ Finder Tool (0) ☒ Modules (1)

+ Interviewing with Confidence

[Start Module >>](#)

NOT STARTED 7 Microlessons and 1 Assessment

Networking and Informational Sample Letters

View five sample networking and informational letters that you can use to help spread the word that you're in the market for new employment opportunities.

[View eBook](#)

Interview Thank You Sample Letters

After an interview, a thank you letter is a great opportunity to really stand out from the crowd. View seven sample letters that you can use to further convince a potential employer that you're the perfect person for the job.

[View eBook](#)

Interview Follow-Up Sample Letters

It's always a good idea to follow-up after an interview. View five samples of interview follow-up letters that can help demonstrate your continued interest in the position and remind employers why you'd be a great addition to their team.

[View eBook](#)

Job Interviews That Get You Hired

You have the experience for the job, but do you have the interviewing experience? This eBook explains all the essentials: the 10 success factors that employers look for, how to turn around difficult interviews, how to set up meetings, and much more.

[View eBook](#)

Job Offers and Salary Negotiation Tutorial

You've done the work to get the job offer, so now you want determine if it is the best possible opportunity for you. In this tutorial you will learn how to evaluate the job offer, accept or decline the job offer, as well as negotiate for better benefits or pay.

[Start Tutorial](#)

Job Offer and Resignation Letters

After you land a new position it's time to write a letter to accept or decline the job offer. You may also need to write a letter or memo resigning from your current position. View sample letters for each of these scenarios, and more.

[View eBook](#)

▶ **The Modern Interview: What Employers Really Evaluate**
Learn what interviewers really look for beyond your resume. Understand the 5 key areas employers evaluate, see what makes responses effective through real examples, and start building your own interview-ready stories.

Launch 

Explore This Module

You can use these interactive lessons in the suggested order or choose one that interests you.

← **Interviewing with Confidence**

NOT STARTED 7 Microlessons and 1 Assessment

0% COMPLETE

Module Progress:

The STAR Method
NOT STARTED Microlesson

Launch

Answering Tough Questions with Clarity
NOT STARTED Microlesson

Launch

Asking Questions That Impress
NOT STARTED Microlesson

Launch

Building Confidence and Presence
NOT STARTED Microlesson

Launch

Virtual Interview Excellence
NOT STARTED Microlesson

Launch

Closing Strong and Following Up
NOT STARTED Microlesson

Launch

 Complete all the lessons in this module to unlock the posttest.

Interviewing with Confidence Quiz
NOT STARTED Assessment

Launch

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Learn More
Guidance

☒ Tests (0) ☒ Tutorials (0) ☒ eBooks (0) ☒ Articles (0) ☒ Career Tools (0) ☒ Finder Tool (2) ☒ Modules (0)

Scholarship Finder

powered by Fastweb

Search more than 1.5 million college and trade school scholarships worth over \$3.4 billion dollars.

Open Scholarship Finder

School Finder

Searching for colleges or graduate schools? Use the Quick Match or Advanced Search tools in School Finder to choose the perfect one for you.

Open School Finder





Computer Skills Center

Video courses to learn popular
software and computer basics.



My Center >

My Ce

All of your res

Career Preparation >

GED® Test Prep Center >

Job & Career Accelerator >

College Admissions Test Preparation >

Grades 4-8 Educator Resources >

High School Students >

College Students >

Adult Core Skills >

Computer Skills Center

Recursos Para Hispanohablantes >

ons below.

Download My Center (.CSV File)

Mobile

View Details

Tests

Materials

View All Notes

Modules

In Progress

GRE® Analytical Writing Practice Test

In Progress: 0

CDL Air Brakes Endorsement Practice

In Progress: 0 | Completed: 0

GRE® Analytical Writing Practice Test 1

In Progress: 0 | Completed: 1

View All Tests >>

Writing Sample Workplan

In Progress

Introduction to Test

In Progress

View All Tutorials >>

Get Started with Your Computer

Get Started with the Internet

Improve Your Keyboarding/Typing Skills

Learn About Artificial Intelligence (AI)

Popular Software Tools

Understanding Your Operating System

Nothing Here Yet

Get Started



Computer Skills Center



Get Started with Your Computer



Get Started with the Internet



Improve Your Keyboarding/Typing Skills



Learn About Artificial Intelligence (AI)



Popular Software Tools



Please Note: Although Microsoft no longer supports Office 2013, we've kept these courses available to support users who still rely on them.



Microsoft Access

Access 2013

Microsoft Excel

Excel 2021

Excel 2019

Excel 2016

Excel 2013

Microsoft Office 365

The Basics of Microsoft Office 365

Excel for Microsoft Office 365

OneNote for Microsoft Office 365

Outlook for Microsoft Office 365

PowerPoint for Microsoft Office 365

Word for Microsoft Office 365

Microsoft OneDrive

OneDrive

Microsoft Outlook

Outlook 2019

Outlook 2013

Microsoft PowerPoint

PowerPoint 2019

PowerPoint 2016

PowerPoint 2013

Microsoft Project

Project Professional 2013

Microsoft Word

Word 2019

Word 2016

Word 2013

Understanding Your Operating System



Excel 2021

Browse
Resources

☒ Tutorials (0) ☒ Microlessons (0) ☒ Videos (1) ☒ Modules (0)

What's New in Excel 2021

If you are already familiar with Microsoft Excel, this course will get you up to speed on the new features in the 2021 version, including summarizing workbook details, using the co-authoring option, looking for data with the XLOOKUP function, and more.

Total Course Time: 2:57:39

Start Video



What's New in Excel 2021

Status: 0% Completed

Table of Contents

Course Introduction

Exploring Details

Chapter Introduction

Finding Sheet Views

Unhiding Sheet Tabs

Searching with the Title Bar

Summarizing Workbook Details

Saving Changes

Using ODF

Chapter Summary

Sharing Data

Using Functions

Adding Graphics

Course Summary

What's New in Excel 2021 > Course Introduction



Previous

Next



Back

What's New in Excel 2021

Status: 0% Completed

Table of Contents

Exploring Details > Finding Sheet Views

Search in video

Search in video

You can search the video captions for specific words or phrases.

Search in Transcript

We have a lunch budget tracker.

We have two columns, the date

column and the amount column,

the months of January,

February, and March.

Captions English

Quality 480p

Speed Normal

00:31 / 11:05

Previous

Next

Back

What's New in Excel 2021

Status: 0% Completed

Table of Contents

Exploring Details > Finding Sheet Views

The video player displays an Excel spreadsheet titled "Lunch Budget Tracker". The spreadsheet shows a list of dates and corresponding lunch costs. A red arrow points to the "More" menu (three dots) in the video player controls, which is open, showing options: "English", "Download current transcript", and "Print current transcript".

Date	Amount
Mon - Jan 02	\$ 6
Tue - Jan 03	\$ 23
Wed - Jan 04	\$ 4
Thu - Jan 05	\$ 7
Fri - Jan 06	\$ 15
Mon - Jan 09	\$ 17
Tue - Jan 10	\$ 20
Wed - Jan 11	\$ 4
Thu - Jan 12	\$ 8
Fri - Jan 13	\$ -
Mon - Jan 16	\$ -
Tue - Jan 17	\$ 4
Wed - Jan 18	\$ 3
Thu - Jan 19	\$ 14
Fri - Jan 20	\$ 6
Mon - Jan 23	\$ 17
Tue - Jan 24	\$ 5
Wed - Jan 25	\$ 20
Thu - Jan 26	\$ 4
Fri - Jan 27	\$ 12
Mon - Jan 30	\$ 10

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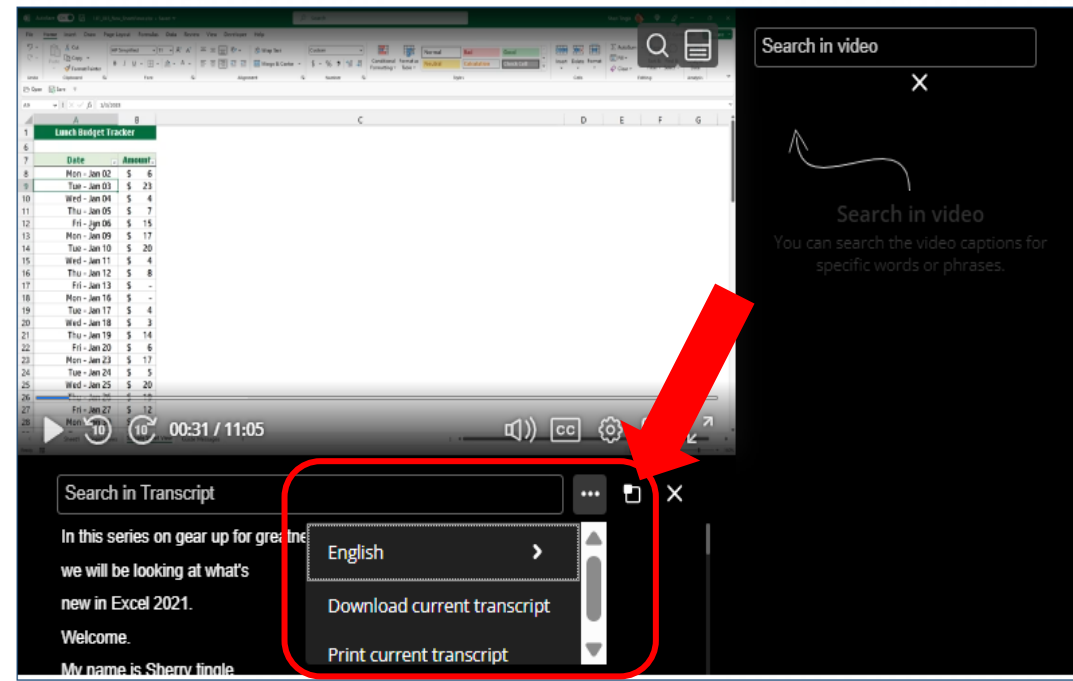
Back

What's New in Excel 2021

Status: 0% Completed

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Exploring Details > Finding Sheet Views



The screenshot shows a video player interface. The main video area displays an Excel spreadsheet titled 'Lunch Budget Tracker'. The spreadsheet has columns for 'Date' and 'Amount'. The video player controls at the bottom include a progress bar, volume icon, and a 'Search in Transcript' dropdown menu. A red arrow points to this dropdown menu, which is open and shows the following options: 'English', 'Download current transcript', and 'Print current transcript'. The video player also has a 'Search in video' search bar at the top right.

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the months of January.

[Print current transcript](#)

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Recursos Para Hispanohablantes

Herramientas de aprendizaje,
carrera y ciudadanía en español

Recursos Para Hispanohablantes



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ANY
QUESTIONS
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- Job & Career Accelerator
- Computer Skills Center
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EDUCATION CENTERS

- Adult Core Skills
- Grades 4-8
- High School Students
- GED Test Prep Center
- College Admissions Test Prep
- College Students



Adult Core Skills

Achieve your personal education
and career goals.

Adult Core Skills



Build Your Math Skills



Math Skills Tutorials

- Basic Math Tutorials
- Algebra Skills Tutorials

Math Skills Practice Sets

- Basic Algebra
- Data, Graphs, and Statistics
- Decimals
- Fractions and Mixed Numerals
- Geometry
- Integers
- Measurement
- Percents
- Ratio and Proportion
- Real Numbers
- Whole Numbers

Math Skills Microlessons

- Whole Numbers
- Decimals
- Fractions
- Percents
- Averages
- Ratios and Proportions
- Basic Algebra

Math Skills Videos

- Number Sense
- Basic Algebra
- Geometry & Measurement
- Statistics, Data Analysis, and Probability

Math Skills eBooks

- Basic Math
- Algebra
- Geometry
- Math Test Preparation

Become a Better Reader



Improve Your Writing, Speaking, and Grammar



Become a U.S. Citizen



Basic Algebra

☒ Tests (4) ☒ Tutorials (0) ☒ Microlessons (0)

Basic Algebra Practice 1

Do you grasp the basics of algebra? Find out with this instantly scored practice set. Complete answer explanations for each question help you work through each problem, and a detailed score report will help you identify areas that need work.

[Start Test](#)[Print](#)

Basic Algebra Practice 3

Keep building your skills in variables, inequalities, quadratic equations, and more with the instantly scored questions and complete answer explanations found in this practice set.

[Start Test](#)[Print](#)

Basic Algebra

Basic Algebra

Data, Graphs, and Statistics

Decimals

Fractions and Mixed Numerals

Geometry

Integers

Measurement

Percents

Ratio and Proportion

[Browse Resources](#)[Learn More Guidance](#)

☒ Articles (0) ☒ Flashcards (0)

Basic Algebra Practice 2

Improve your skills in algebra with this instantly scored practice set. It offers complete answer explanations for each question and a detailed score report that measures your understanding of concepts like variables and inequalities.

[Start Test](#)[Print](#)

Basic Algebra Practice 4

Strengthen your skills in basic algebra with this fourth practice set offering complete answer explanations for each question and a detailed score report that measures your understanding of concepts like variables and inequalities.

[Start Test](#)[Print](#)

Basic Algebra

Browse
Resources

Learn More
Guidance

Basic Math Skills

Follow the easy steps below get started on improving your basic math skills.

1. Take **Basic Math Tutorial: Comprehensive** tutorial. Use the pre-test to help you determine where to focus. Be sure to spend time concentrating on your weaknesses as you move through the units.

The lessons in each unit walk you through important math concepts and offer practice and evaluation to help reinforce what you've learned. At completion, you'll receive a study plan that will guide you back to any topics where you might still need work.
2. Need more practice? Each topic in the list below contains practice sets with questions that progress from easy to more challenging. Every practice set offers detailed answer explanations for each question and a score report detailing your strengths and weaknesses in the topic you are working on. Choose one of the from the following topics and get started.
 - > Whole Numbers
 - > Fractions and Mixed Numerals
 - > Decimals
 - > Ratio and Proportion
 - > Percents
 - > Data, Graphs, and Statistics
 - > Measurement
 - > Geometry
 - > Real Numbers
 - > Integers
 - > Basic Algebra
3. For further instruction in one or more of the basics, take **Basic Math Tutorial: Review** tutorial. It has the additional concept review and extra practice to help you reach your goals. You can work your way through the full tutorial or just refer to the lessons specific to your needs.
4. For even more practice, take advantage of the helpful lessons and hundreds of additional practice questions found in our **basic math eBooks**.



Adult Core Skills



Build Your Math Skills



Become a Better Reader



Improve Your Writing, Speaking, and Grammar



Writing and Grammar Skills Tutorials

Writing Skills Tutorial

Grammar Skills Tutorial

Writing and Grammar Skills Microlessons

Grammar Skills Microlessons

Writing Skills Microlessons

Writing and Grammar Skills Practice Sets

Writing Skills

Grammar

Writing, Speaking, and Grammar eBooks

Writing

Grammar

Essay Writing

Public Speaking

Become a U.S. Citizen





Writing Skills Tutorial

Browse
Resources

Learn More
Guidance

☒ Tests (0) ☒ Tutorials (2) ☒ Microlessons (0) ☒ eBooks (0) ☒ Videos (0) ☒ Articles (0) ☒ Flashcards (0)

Writing Skills Tutorial

Sharpen your writing skills with this five-step tutorial. Learn brainstorming and organizational techniques, review grammar, spelling, and mechanics, and practice writing an essay.

Start Tutorial



Writing Skills for the Workplace Tutorial

Use the lessons and exercises in this tutorial to learn the fundamentals of writing business documents. Learn how to get organized, tailor your writing to an audience, write without mistakes, and prepare different types of business documents.

Start Tutorial



Writing Skills for the Workplace Tutorial

Status: 0% Completed ⓘ Instructions

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- ✓ Course Introduction
- Unit 1: Introduction to Business Writing +
- Unit 2: Business Letters +
- Unit 3: Business Memos +
- Unit 4: Business Email +
- Unit 5: Meeting Agendas +
- Unit 6: Meeting Summaries +
- Unit 7: PowerPoint Presentations +
- Course Summary
- Post-Test

Course Introduction

[Bookmark This Topic](#)

Business writing is any type of writing that you do in a business context—to colleagues, clients, vendors, and anyone else you need to communicate with at work.

This course will cover the basic information you should know about various forms of business writing:

- Business letters
- Business memos
- Business email
- Meeting agendas
- Meeting summaries
- PowerPoint presentations

The course is set up so that you can go quickly to the unit you need; it does not need to be completed in a particular order. Feel free to visit only the sections you need at any given time.

Start this tutorial from the beginning.

[Start Tutorial](#) ▶

or

Click any unit on the left menu.



School Center

Skill-building resources for
classroom and homework
success.

Grades 4–8 Educator Resources and High School Students

Grades 4–8 Educator Resources



Learn about how the resources in this center work with the Common Core State Standards.



Elementary School



Mathematics Skills Improvement

- Geometry Practice
- Measurement & Data Practice
- Number & Operations Practice
- Operations & Algebraic Thinking Practice
- Videos and Microlessons

English Language Arts Skills Improvement

- Informational Reading Practice
- Literature Reading Practice
- Writing & Language Practice

Middle School



Download the Mobile App



Grades 4–8 Educator Resources



 Learn about how the resources in this center work with the Common Core State Standards.



Elementary School ▾

Middle School ▲

Mathematics Skills Improvement

- Expressions & Equations Practice
- Functions Practice
- Geometry Practice
- Number System Practice
- Ratios & Proportional Relationships Practice
- Statistics & Probability Practice
- Tutorials
- Videos and Microlessons
- eBooks

English Language Arts Skills Improvement

- Informational Reading Practice
- Literature Reading Practice
- Writing & Language Practice
- Tutorials
- eBooks

Social Studies Skills Improvement

- American History Practice
- Geography Practice

High School Entrance Exams Preparation

- COOP Preparation
- HSPT Preparation
- SHSAT Preparation
- SSAT Preparation
- ISEE® Preparation



Help

More Details About the Common Core State Standards

If you're interested in more information about how the resources in this center work with the CCSS, read below.

The Mathematics Skills Improvement and English Language Skills Improvement categories in this Center are organized based on the Common Core State Standards (CCSS). Students will find practice sets and tutorials aligned to the CCSS from 4th grade through high school.

Mathematics Skills Improvement Categories

The Mathematics Skills Improvement categories in the Elementary, Middle, and High School Learning Centers are organized by CCSS *domains* into subcategories. CCSS math domains are larger groups of related standards, for example, Geometry. Each of those CCSS domain-based subcategories contains, by grade-level, practice sets with questions aligned to a CCSS grade-specific standard.

Every math tutorial is aligned to grade-specific Common Core State Standards.

English Language Arts (ELA) Improvement Categories

The English Language Arts Improvement categories in the Elementary, Middle, and High School Learning Centers are organized by CCSS *strands* into subcategories. Each of those CCSS strand-based subcategories contains, by grade-level, practice sets leveled according to CCSS text complexity, and each question is aligned to a College and Career Readiness (CCR) anchor standard.

Every ELA tutorial is aligned to grade-specific Common Core State Standards, as well as the College and Career Readiness Anchor Standards for Reading, Writing, and Language.

[Learn more about the Common Core State Standards.](#)

Common Core State Standards

Disclaimer: On this page you can find the Common Core State Standards in Mathematics and English Language Arts. The standards are temporarily located on this page while we work to address technical challenges with CoreStandards.org. Thank you for your patience and we will share an update on CoreStandards.org when we have one.

[English Language Arts Standards](#)

[English Language Arts Standards \(ADA Compliant\)](#)

[Mathematics Standards](#)

[Mathematics Standards \(ADA Compliant\)](#)

High School Students



Learn about how the resources in this center work with the Common Core State Standards.



Mathematics Skills Improvement



English Language Arts Skills Improvement



Science Skills Improvement



Biology

eBooks

Videos

Games

Flashcards

Chemistry

Practice

Videos

eBooks

Games

Earth Science

eBooks

Social Studies Skills Improvement



Technology Skills Improvement



Logic and Reasoning Skills Improvement



Flashcards

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☒ Tests (0) ☒ Tutorials (0) ☒ Microlessons (0) ☒ eBooks (1) ☒ Videos (0) ☒ Articles (0) ☒ Flashcards (2)
☒ Modules (0) ☒ Games (0)

Biology Concepts Review: Flashcard Deck 1

This first deck of 50 flashcards is a great resource to prepare for biology classes or exams, on your computer or on any mobile device. Master key biology terms in this flashcard deck and get ready for test day success.

Open Flashcards

Biology Concepts Review: Flashcard Deck 2

This second deck of 50 flashcards is a great resource to prepare for biology classes or exams, on your computer or on any mobile device. Master key biology terms in this flashcard deck and get ready for test day success.

Open Flashcards

Biology Success in 20 Minutes a Day

Packed with hands-on activities, real-life examples, step-by-step lessons, targeted practice exercises, and effective test-taking strategies, this eBook will provide you with all the tools you need to master essential biology skills in no time at all!

View eBook



Biology Review: Flashcard Deck 1

Flashcard Settings

These 50 flashcards include key biology terms and concepts that are commonly tested on biology exams, so you can prepare for test day success with confidence! Flip through the deck as often as needed to help you build your skills and prepare for the exam. Use the Difficulty Sort feature to help you organize the cards you've mastered and the cards you still need to work with. For more tips and instructions, click Help on the right side of the screen.

View Topics

☒ Key Biology Terms

Card Order

☒ Browse In Order

☐ Shuffle Cards

Display Options

☒ Show Front First

☐ Show Back First

☐ Both Sides at Once

Difficulty Sort

☒ All (50)

☐ Unsorted (50)

☐ Difficult (0)

☐ Easy (0)

Question

Trophic level

Topic: Key Biology Terms

☆ Easy

☆ Difficult



Card 1 of 50

Biology Review: Flashcard Deck 1

Flashcard Settings

Question

Trophic level

Topic: Key Biology Terms

☆ Easy ☆ Difficult

Card 1 of 50

Use  to view keyboard commands or shortcuts.  Flashcard Instructions

Biology Review: Flashcard Deck 1

Flashcard Settings

Answer

The feeding position that an organism occupies in a food chain. The word trophic derives from the Greek for "food" or "feeding." A food chain represents a sequence of organisms in an ecological community that transfer food energy from one organism to another as each consumes a lower member on the chain and in turn is preyed upon by a higher member on the chain. The number of steps an organism is from the start of the chain is a measure of its trophic level. Trophic levels can be represented by numbers:

- Level 1: Plants and algae are primary producers (organisms that can make their own food).
- Level 2: Herbivores that are primary consumers that eat primary producers, like plants. Consumers are animals that cannot manufacture their own food and need to consume other organisms.
- Level 3: Carnivores that are secondary consumers eat other animals that are herbivores.
- Level 4: Carnivores that are tertiary consumers eat other carnivores.
- Level 5: Apex predators, which have no predators of their own, are at the top of the food chain.

Topic: Key Biology Terms

☆ Easy ☆ Difficult

Card 1 of 50

Use  to view keyboard commands or shortcuts.  Flashcard Instructions



GED® Test Prep Center

Practice tests and eBooks to help
you earn your general equivalency
diploma.



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Are You Ready?



Check Your GED® Test Readiness

Skills Check (TABE® 13/14)

Skills Check (TABE® 11/12)

eBooks

Build Your Basic Skills



Practice for the GED® Test



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Are You Ready?



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Una Introducción de Examen GED®
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Mathematical Reasoning
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GED® Practice Tests

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GED® Reasoning Through Language Arts Practice Tests
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GED® Microlessons

Mathematical Reasoning
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Microlessons

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Reasoning Through Language Arts
Mathematical Reasoning
Social Studies
Science

GED® en Español



Una Introducción de Examen GED®

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Did you know? Our GED® Test preparation tutorials are officially certified by the GED Testing Service® as fully content aligned to the official GED® Test.



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☒ Games (0)

Introduction to the GED® Test

This interactive tutorial offers you a comprehensive introduction to the new GED® test. You'll learn about the new test format, practice with the new question types, find out what is assessed on all four tests, and more.

[Start Tutorial](#)[Download the Mobile App](#)

✔ Course Introduction

○ About the GED®—What is the GED® Test? +

○ Course Summary

Course Introduction

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Welcome to your GED® Test Tutorial! Inside, you will find everything you need to know about your upcoming GED® test.

The GED® test is given on the computer, with four sections and many different question formats. One of your main goals on test day is to be confident that you know the exam inside and out—that's where this tutorial comes in!

Here, you will get information about how the exam will look on a computer screen, and you will practice with all the different types of questions found on the GED® test.

To get started, click the **Start Course** button. Good luck, and congratulations! You're on your way to GED® test success!

Start this tutorial from the beginning.

Start Tutorial 

or

Click any unit on the left menu.

Introduction to the GED® Test

✓ Status: 0% Completed ⓘ Instructions

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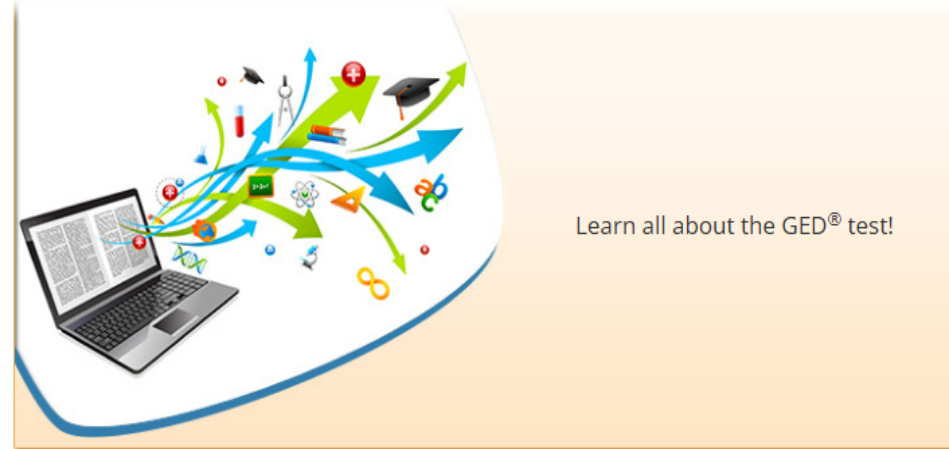
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☐ About the GED®—What is the GED® Test?☒ Introduction: About the GED®—What is the GED® Test?☐ Lesson 1: About the GED®—What to Expect +☐ Lesson 2: Getting Comfortable with the Test +☐ Lesson 3: Responding to Different Question Types +☐ Course Summary

Test?

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Learn all about the GED® test!

The GED® test measures how well you understand high school-level math, reading, writing, science, and social studies. Passing the GED® test proves you have a high school-level education, and you will earn a high school credential.

You should choose to take the GED® test if you would like to receive a high school credential, but you are unable to or you do not want to complete the graduation requirements at a traditional high school.

The GED® test is available to take in both English and Spanish.

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College Admissions Test Preparation

Prepare for important exams like
the ACT®, SAT®, AP® Tests, and
more.

College Admissions Test Preparation



Prepare for Your ACT® Test



Prepare for Your SAT® Test



Prepare for Your AP® Exam



Prepare for Your PSAT® Test



Prepare for Your Classic Learning Test (CLT®)



Prepare for the TOEFL iBT® and IELTS™ Tests



College Admissions Essay Writing



 **Learn to Write a College Admissions Essay**

How to Write a College Admissions Essay

College Admissions Test Preparation



Prepare for Your ACT® Test



Great news! Our ACT® prep is fully updated for the new "enhanced" ACT®. You'll find full-length practice tests, a complete suite of interactive prep lessons, and helpful tools designed to match the latest test format. Everything you need to build your skills, boost your confidence, and get ready for test day is right here!



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ACT® English Practice Tests

ACT® Math Practice Tests

ACT® Reading Practice Tests

ACT® Science Practice Tests

ACT® Writing Practice Tests

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ACT® Test Preparation eBooks

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Enhanced ACT® Test Information and Scoring

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ACT® English Practice Test 1

This 50-question ACT® English practice test lets you practice with the grammar and mechanics skills you'll need to do well on test day. Use instant scoring and detailed answer explanations to determine where you're strong and what can be improved.

Start Test



Print



ACT® English Practice Test 2

This 50-question ACT® English practice test lets you practice with the grammar and mechanics skills you'll need to do well on test day. Use instant scoring and detailed answer explanations to determine where you're strong and what can be improved.

Start Test



Print



ACT® English Practice Test 3

This 50-question ACT® English practice test lets you practice with the grammar and mechanics skills you'll need to do well on test day. Use instant scoring and detailed answer explanations to determine where you're strong and what can be improved.

Start Test



Print



ACT® English Practice Test 4

This 50-question ACT® English practice test lets you practice with the grammar and mechanics skills you'll need to do well on test day. Use instant scoring and detailed answer explanations to determine where you're strong and what can be improved.

Start Test



Print



ACT® English Practice Test 5

This 50-question ACT® English practice test lets you practice with the grammar and mechanics skills you'll need to do well on test day. Use the instant scoring and detailed answer explanations to determine where you're strong and what can be improved.

Start Test



Print



ACT® English Practice Test 6

This 50-question ACT® English practice test lets you practice with the grammar and mechanics skills you'll need to do well on test day. Use instant scoring and detailed answer explanations to determine where you're strong, and what can be improved.

Start Test



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College Students

Achieve your undergrad goals and
prepare for future success.

College Students



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Reading Skills Review

Grammar and Writing Skills Review

Science Skills Review

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OAT® Practice Tests

Prepare for College Placement Exams

Prepare for the CLEP® Exams



GRE® Practice Tests

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The official GRE® has been updated! Explore the latest resources to learn more and prepare for test day.



☒ Tests (4) ☒ Tutorials (0) ☒ Microlessons (0) ☒ eBooks (0) ☒ Videos (0)

GRE® Practice Test 1

This full-length practice exam will help prepare you for the official GRE® General Test. It includes 55 questions, instant scoring, and detailed answer explanations.

Start Test



Print

GRE® Practice Test 2

This full-length practice exam will help prepare you for the official GRE® General Test. It includes 55 questions, instant scoring, and detailed answer explanations.

Start Test



Print

GRE® Practice Test 3

This full-length practice exam will help prepare you for the official GRE® General Test. It includes 55 questions, instant scoring, and detailed answer explanations.

Start Test



Print

GRE® Practice Test 4

This full-length practice exam will help prepare you for the official GRE® General Test. It includes 55 questions, instant scoring, and detailed answer explanations.

Start Test



Print

GRE® Practice Test 1

Before you begin your test, it's very important to take a few minutes to review these instructions to be sure you get the most from your online testing experience.

About This Test

This full-length practice test assesses your readiness for the GRE®. Like the official test, it includes five sections:

- Analytical Writing (1 question, 30 minutes)
- Quantitative Reasoning I (12 questions, 21 minutes)
- Quantitative Reasoning II (15 questions, 26 minutes)
- Verbal Reasoning I (12 questions, 18 minutes)
- Verbal Reasoning II (15 questions, 23 minutes)

The **Analytic Writing** section contains one separately timed writing task: the Analyze an Issue task. The **Quantitative Reasoning** section contains a mix of multiple-choice, multiple-answer, and numeric entry questions that assess your understanding of basic math skills and concepts and the ability to solve problems of a quantitative nature. The **Verbal Reasoning** section contains a mix of reading comprehension, text completion, and sentence equivalence questions that assess your verbal reasoning ability.

Like the official GRE, this practice test contains a total of 55 questions and lasts 1 hour 58 minutes. When you complete this test, you will receive a personalized score report with a recommended study plan to prepare for test day.

Good luck!

*GRE is a registered trademark of Educational Testing Service (ETS), which was not involved in the production of and does not endorse this product.

To answer fill-in-the-blank questions, type your answer on the line or into the box provided. Capitalization does matter, and so does punctuation (if the correct answer contains either). Pay close attention to make sure you don't add any extra spaces before or after your answer.

Scoring: After you score your test, you can view the correct answer and explanation for each blank by clicking on the blank. For questions with more than one blank, the blank whose explanation you're viewing will be highlighted in the question. The circular icons next to the blank will signal whether the answer you typed in is right or wrong, or if you skipped it.

How to Take This Test

Answering Questions

Mark your answer by clicking on the circle next to your choice.

Test Details:

- ☒ Total Questions: 55
-  Test Time: 118 Minutes

Choose Your Test Mode:

- ☐ **Simulation**
The test will stop when the timer is up.
- ☒ **Practice**
See answer explanations after you have finished. If the test is timed, the timer will display but will not be enforced.
- ☐ **Learner**
View the answers to each question as you go along to help you study.

Start Test 



How to Take This Test

Answering Questions

Mark your answer by clicking on the circle next to your choice.

Changing Your Answers

Before clicking SCORE MY TEST, you can change your answer to any question by clicking on a new answer choice. Once you score your test, you will not be able to change answers.

Navigating Through Questions

To go to the next page of questions, click NEXT at the top of the page. To jump to another question, click JUMP TO QUESTION at the top of the page and select the question you want to see.

Scoring Your Test

SCORE MY TEST submits your answers for immediate scoring and analysis. Do not click this button until you are sure you are finished with your test. After your test is scored, you will not be able to change your answers.

Viewing Instructions

You can view test instructions at any time by clicking the INSTRUCTIONS button at the top of the screen.

View Answers

From your score report, click on the VIEW ANSWERS button to review any question on the test. Click on any answer choice to see the explanation for that choice.

Introduction to Hotspot.

Writing an Essay or Response

Type an essay or response directly in the box below the question. If there is no input box displayed beneath your question, you will be provided with directions for writing your essay or response on a separate sheet of paper.

Changing an Essay or Response

While typing an essay or response in an input box, you may go back and make changes to your text at any time. However, once you click **Complete My Test**, you will not be able to change your essays or responses.

Saving and Finishing Later

If you decide to stop writing and want to return to your test later, click the **Save and Finish Later** button. This will save your work, stop the timer (if the test is timed), and allow you to come back and complete your writing later. If you are writing your essay(s) or response(s) on separate sheets of paper, be sure to keep them in a place where you can easily access them later. You can return to your unfinished test from your Learning Dashboard at any time to complete it.

Completing Your Test

The **Complete My Test** button will bring you to a completion page where you'll be able to access instructions and resources for self-scoring your essays or responses, as well as sample responses to each question. Remember, do not click this button until you are sure that you are completely finished and do not wish to change your essays or responses.

Timer

If you are writing a timed essay or response, the **Test Time Remaining** is displayed to the right on the question pages.

If you select "Practice" test mode, you will be able to finish writing after the timer runs out. However, you should note how much longer it takes you to complete your writing after your time is up so that you can budget your time more efficiently.

GRE® Practice Test 1

☒ Test Mode: Practice ⓘ Instructions

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+ Jump to a Question

Notepad

Finish Later

Score My Test

⌚ Section Time Remaining: 00:29:55

⌚ Test Time Remaining: 01:57:55

Analytical Writing



1.

Government funding should end for space exploration because money is needed to solve problems on Earth.

Write a response in which you discuss the extent to which you agree or disagree with the claim. In developing and supporting your position, be sure to address the most compelling reasons and/or examples that could be used to challenge your position.

Save

Copy

Paste

Undo

Redo

View Scoring Guide

ⓘ It is helpful to save your work.

< Previous

Next >

	Analyze an Issue
6	While presenting an organized and persuasive analysis of the assigned issue, this response possesses the following qualities: • A conspicuously expressed, astute position on the issue • A thorough development of the position using plausible and potent arguments and illustrations • A lucid and canny arrangement of ideas • Adroit use of language • An adept understanding of the conventions of written English
5	While presenting an organized and contemplative analysis of the assigned issue, this response possesses the following qualities: • A conspicuously expressed, thoughtful position on the issue • Pertinent arguments and illustrations to explicate the position • A lucid and coherently structured arrangement of ideas • Skillful use of language • An adept understanding of the conventions of written English
4	While presenting an organized and able analysis of the assigned issue, this response possesses the following qualities: • A conspicuously expressed position on the issue • Suitable arguments and illustrations to explicate the position • A coherent and methodical arrangement of ideas • Competent use of language • A competent understanding of the conventions of written English
3	Despite clear flaws, this response presents some vestiges of capable organization and able analysis of the assigned issue. It possesses some, if not all, of the following characteristics: • A poor elucidation of a wanting position on the issue • Use of tenuous arguments or a reliance on questionable assertions • An inadequate degree of concentrated attention and organization • An obscurity of expression resulting from deficient use of language • Sporadic but significant errors or numerous lesser errors in grammar, usage, or mechanics
2	To a great extent, this response ignores the assigned issue and bears the marks of an acute deficit in analytical writing skills. It possesses some, if not all, of the following characteristics: • An opaque and cursory position on the issue

ANY
QUESTIONS
?



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Onsite Visits:

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9:00 – 3:30 (EST) M-T

Appointments are encouraged for the Archives research room

