GMetrix Installation and Practice Test Instructions

1. Go to www.gmetrix.net and click the Register here link to create an account. Once the account is created, log into the website with your newly created User ID and Password.

2. Once logged in, click the Download MOS Practice Tests button and then click the Download GMetrix SMS button and choose Run in the File Download dialog box.

3. The installer will begin to download. Once the download is complete click Run. The GMetrix SMS Setup installer will start. Accept the default installation settings. Once the installer has completed, click Finish.

4. After the installation completes, click Yes to start the application.

5. When the application opens, click the Check Office App link to verify you have MS Office 2016 installed. One version of Office must be installed in order to take a Practice Test.

6. Enter your User ID and Password in the GMetrix application and click Next.

7. There are two options, to start a new test, or resume a saved test. If this is the first time you are using the software, choose start a new test.

8. Please access these websites for an access code to start a new test. Enter the code and click Next.

Staff Link
https://intranet.ucd.ie/itservices/software/staff/msofficestafftrainingcodesgmetrix/index.html

Student:
https://intranet.ucd.ie/itservices/software/student/msofficestudenttrainingcodesgmetrix/index.html

9. From the dropdown menu, choose the MS Office application you wish to take your practice test in. Choose the Mode you require; Testing mode simulates an exam, Training mode shows you the answers if you need help with an exam question.

10.Choose a Test from the Question pool dropdown menu and click Next. Click Yes to associate the access code with the MS Office application you wish to test with.

11.Read the details and click Start to begin the test