
TEST INFORMATION GUIDE

This test information guide provides a summary of concepts that are tested on the written (multiple choice) examination for the **Graphic Arts Designer** job. This information can be reviewed in combination with the class specification and examination announcement to assist you in preparing for the examination.

I. WRITTEN INSTRUCTIONS (12 Questions)

Employees in this job are typically required to complete projects according to specifications established by clients. Employees must be able to understand and follow instructions in order to create graphic art that meets the criteria established by the client. The questions in this section of the exam test your ability to read, understand and follow written instructions.

Written instruction segments include:

- Procurement policies and procedures;
- Transaction forms;
- Computer error messages;
- Data entry procedures.

II. GRAPHIC ARTS METHODS (19 Questions)

In this job, employees must create artwork to be used by their department in public brochures, at conferences, internal training seminars, etc. Employees must be knowledgeable of graphic arts methods and techniques to be able to create artwork suitable to meet department needs. The questions in this section of the exam test your knowledge of graphic arts methods, techniques and tools. Test question topics include:

- Poster illustrations;
- Color schemes and contrasts;
- Fonts and typefaces;
- Graphic design terminology;
- Standard graphic design practices and procedures;
- Working with digital images.

III. COMPUTER TECHNOLOGY (9 Questions)

Work created by graphic artists is largely produced using a personal computer and software designed to meet the needs of graphic artists. Employees in this job must be familiar with fundamental aspects of personal computing and with computer hardware and software. The questions in this section of the exam test your knowledge of computer terminology, graphic art software features and peripheral equipment. Test question topics include:

- Word processing editing features and techniques;
- Use of hardware (e.g., printers, scanners, monitors);
- File types used in graphic design (e.g., gif, bmp, jpeg);
- Appropriate use and features of graphics software applications;
- Creation of documents that incorporate both text and graphics.

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IV. ENGLISH USAGE

(12 Questions)

Projects created by graphic artists often include text. It is very important that words, phrases and sentences used in the final product be grammatically correct and free of spelling errors. In addition, English skills facilitate verbal and written communication among employees. The questions in this exam section test your knowledge of grammar and punctuation rules as well as your ability to identify misspelled words. Test question topics include:

- Punctuation (e.g., commas, semicolons, colons, periods);
- Singular versus plural nouns and pronouns;
- Identifying correctly spelled and misspelled words;
- Clarity of expression.

V. INTERPERSONAL SKILLS

(10 Questions)

Employees in this job must work with other employees to create informational materials (posters, brochures, websites) that meet the needs of the client or agency. Employees must be able to foster a professional work environment through their communication and interaction with coworkers. The questions in this exam section test your ability to apply interpersonal communication skills to situations commonly encountered in the workplace. Test question topics in this area include:

- Resolving differences of opinions regarding work matters;
- Responding to inquiries from supervisors, agency management and the public;
- Resolving errors in work assignments;
- Public relations techniques;
- Resolving conflicts with coworkers.

VI REASONING SKILLS

(10 Questions)

Employees in this job are responsible for graphic art projects from to initial concept to final production. Employees must be able to prioritize workloads in order to complete tasks on schedule. These exam questions test your ability to effectively manage and prioritize job tasks. Test question topics include:

- Project compliance requirements;
- Employee scheduling;
- Project management;
- Multi-tasking and prioritizing work.