WorkKeys Practice Test

1. Log onto Ohio Means Jobs
2. Click on Individuals
3. Scroll down and click on the Online Training icon

4. Choose which WorkKeys test you are taking:
    a. Applied Math
    b. Graphic Lit
    c. Workplace Doc
5. Click Launch
6. Click on Continue
7. Practice
8. Click on "Start Test"

(Timer will show but does not count...this is practice.)

Once you've completed the test:

9. Click on "Score my Test"
10. Print

For information on Career Resources & Benefits, Education & Training and Financial Planning Tools, go back to number 3 and click on the Aspire icon.

ACT® WorkKeys®

Applied Math Formula Sheet

Distance
1 foot = 12 inches
1 yard = 3 feet
1 mile = 5,280 feet
1 mile ≈ 1.61 kilometers
1 inch = 2.54 centimeters
1 foot = 0.3048 meters
1 meter = 1,000 millimeters
1 meter = 100 centimeters
1 kilometer = 1,000 meters

Area
1 square foot = 144 square inches
1 square yard = 9 square feet
1 acre = 43,560 square feet

Volume
1 cup = 8 fluid ounces
1 quart = 4 cups
1 gallon = 4 quarts
1 gallon = 231 cubic inches
1 liter ≈ 0.264 gallons
1 cubic foot = 1,728 cubic inches
1 cubic yard = 27 cubic feet
1 board foot = 1 inch by 12 inches by 12 inches

Weight/Mass
1 ounce ≈ 28.350 grams
1 pound = 16 ounces
1 pound ≈ 453.592 grams
1 milligram = 0.001 grams
1 kilogram = 1,000 grams
1 kilogram ≈ 2.2 pounds
1 ton = 2,000 pounds

Rectangle
perimeter = $2(length + width)$
area = $length \times width$

Rectangular Solid (Box)
volume = $length \times width \times height$

Cube
volume = $(length\ of\ side)^3$

Triangle
sum of angles = 180°
area = $\frac{1}{2}(base \times height)$

Circle
number of degrees in a circle = 360°
circumference ≈ $3.14 \times diameter$
area ≈ $3.14 \times (radius)^2$

Cylinder
volume ≈ $3.14 \times (radius)^2 \times height$

Cone
volume ≈ $\frac{3.14 \times (radius)^2 \times height}{3}$

Sphere (Ball)
volume ≈ $\frac{4}{3} \times 3.14 \times (radius)^3$

Electricity
1 kilowatt-hour = 1,000 watt-hours
amps = watts ÷ volts

Temperature
$°C = \frac{5}{9}(°F - 32)$
$°F = \frac{9}{5}(°C) + 32$

