

**Participants Skills Pre / Post - Test**

Introduction to Word

**Objective:** The purpose of this test is to gauge the skill level of participants of this class. This test will help determine the effectiveness of the material presented in this course. It will also help determine if the manner in which this class is taught is efficient and effective.

### **Multiple Choice Questions**

Microsoft Word is:

- A) A type of chat room found in Microsoft
- B) A spreadsheet database
- C) A webpage
- D) A word processing application

Where can you type in Microsoft Word?

- A) You can't type in Microsoft word
- B) In the Text Area
- C) In the toolbar
- D) In the Spacebar

What are some ways to erase typing in Microsoft Word?

- A) Backspace
- B) Delete
- C) Insert
- D) All of the Above

Which Key allows you to type in ALL CAPITAL LETTERS?

- A) Control(Ctrl)
- B) Insert
- C) Caps Lock
- D) Shift + F5

When you save a document for the first time, what should you do?

- A) Close Microsoft Word because the program saves everything automatically
- B) Under file highlight save as, choose a drive, type in name for the document, and then click ok.
- C) Highlight “save” under file
- D) Click on the icon that looks like a disc

How do you open a document once you have saved it?

- A) Click on the icon that looks like a white sheet of paper
- B) Your most recent document will automatically appear when you open
- A) Microsoft Word
- B) Under File, highlight Open
- C) Under View, Highlight Open

When you would like to print a document, you:

- A) Click on the icon that looks like a printer
- B) Under file, click print
- C) Under file, click print preview
- D) Both A & B

How do you cut and paste text?

- A) Click on the scissor icon
- B) Use the insert key, and then type in the desired text
- C) Shift F10, highlight text, and press the delete key
- D) Highlight the text using the mouse, right click highlight cut, click where you would like the text to be and then right click and highlight paste

How do you preview what you are going to paste?

- A) Click on the Paste icon
- B) Pressing Shift + F8
- C) Do a left click on the space where you want to paste and go to Paste options.
- D) You can't preview.

Can you change the size of the text?

- A) No
- B) No, but you can change the style of the font
- C) Yes, by highlighting text and then use the shift key
- D) Yes, by clicking on the small downwards arrow next to the font size box, and then highlighting the desired font size

How do you change the line spacing for an entire document from single to double spacing?

- A) Under Format, highlight paragraph, drag the line spacing down to double and then click ok.
- B) Click enter twice at the end of the line
- C) Ctrl + F6
- D) Under Format, highlight paragraph, drag the line spacing up to single and then click ok.

How do you center the text in a document?

- A) Use the space bar and guess where the middle of the page is
- B) Click on the icon which shows text centered on a page
- C) Click on the icon which shows text along the left side of the page
- D) Under File click “center”

How do you make text **bold**?

- A) Click on the icon above the ruler that looks like a bold **B**
- B) Click Ctrl + B at the same time
- C) Text cannot be bolded
- D) Both A & B

How do you indent a paragraph?

- A) Click the Tab key
- B) Click Shift + F7
- C) Click the shift key
- D) Type “indent”

How do you check the spelling of a document using Microsoft Word?

- A) Click Ctrl + S
- B) Reread the document
- C) Type, “check spelling” and then click enter
- D) Under Tools highlight check spelling