

Participants Skills Pre / Post - Test
Intermediate 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

How many bullets and numbering styles does Word offer?

- A) One
- B) Two
- C) Several
- D) None

One way to add numbers to a list is to:

- A) Highlight the list and click on the ABC icon
- B) Highlight the list and click on the Numbering icon
- C) Highlight the list and click on the Numbering icon twice
- D) All of the Above

To create a table the user has to:

- A) Click on the Insert tab, then on table. Click on the amount of cells you would like in your table.
- B) Copy and paste a previously used table
- C) All of the Above

Word uses a combination of the Shift + Tab keys to:

- A) Move from right to left within a table
- B) Move from left to right within a table

- C) Close Microsoft Word and save everything automatically
- D) Delete a table

When inserting a new row, Word has the ability to insert rows:

- A) Above or below where the cursor is placed.
- B) To the left or right of the row where the cursor is placed
- C) Only on the right of the row where the cursor is placed.
- D) Only on the left of the row where the cursor is placed.

When inserting a new column, Word will insert the column:

- A) Above or below where the cursor is placed.
- B) To the left or right of the row where the cursor is placed
- C) Only above the column where the cursor is placed.
- D) Only below the column where the cursor is placed.

To delete a row or column in a table:

- A) Highlight the contents of the row or column and press the delete key
- B) Highlight the contents of the row or column, left click on the mouse and select the Delete Cells option
- C) Press Shift F10, highlight the text, and press the delete key
- D) Place the cursor in that row or column, go to Table in the menu bar and click delete row or column

To change text to a table, the user can:

- A) Use the Convert Text to Table option under Table found in the Insert tab.
- B) Use the Convert Table to Text option under Table in found in the Insert tab

- C) Highlight the text, right click and select Text to Table
- D) Highlight the text, right click and select Table to Text

How do we replace text in Word?

- A) Highlight the text you want to replace and delete it
- B) Select Edit, Find, press the Replace tab and then type in the text to find and the text to replace it with
- C) Look for the Replace Text icon
- D) None of the Above

What does the outline view allow you to do?

- A) View a summary of your document
- B) Displays your information in an outline format, with headings and body text already indented to represent their order in the document.
- C) Create a condensed version of already existing documents.
- D) There is no such thing.

What does Word 2007 allow you to create templates for?

- A) Calendars
- B) Faxes
- C) Invitations
- D) All of the Above

Select the correct order of commands to create a document with a pre-existing template.

- A) Click on the Microsoft button, New, Installed Templates, select the desired template, and then click on Create.
- B) Click on the Microsoft button, New, Microsoft Office Online, and then Download.
- C) Click on the Microsoft Office Button, then Open.

D) None of the above.

Mail merge allows you to?

- A) Create new mailing lists
- B) Create mailing labels
- C) Create mailing lists from preexisting Excel and Access files
- D) All of the Above