

See how well you know Word

If there's one piece of software that everyone needs to know, it's Microsoft Word. You can get by with a shallow understanding of Outlook or maybe even Excel, but you should be able to make Word do whatever you need it to do. A solid understanding of Word should provide a good set of basic skills for learning other programs as well.

This short test will tell you what you know about MS Word and how well you know it. This test takes into account the variety of methods Word provides to accomplish the same task. The test results will give you an idea of the depth of your skills as well.

If you are using a version of Word other than Word 97, some of the menu and command titles will be different.

How to use this test

This test is designed to assess not only the level of your skills, but also the depth of your knowledge. You often learn a particular method of accomplishing a task that is different from the standard method. This test attempts to cover a broader range of knowledge than the typical Word assessment test. That is why more than one answer is listed as correct in the answer key. You may know that one method works but may never have used a second or third method. If you don't select the "all of the above" answer when it is appropriate, as in question 18, this should indicate the need for additional training, not necessarily that you don't understand how to use Word.

If you get all of the answers correct, but not all of the options available to you, you may benefit from some additional training to teach you different or easier ways of doing things you are already doing.

If you find you don't know as much as you would like to know about this powerful word-processing program, let me know as I offer education as one of my services and I can make you a power-user of MS Word.

Microsoft Word Assessment Test

Name: _____

Date: _____

Directions: Circle all the answers that are correct.

1. How do you bold text within a document?
 - A. Highlight the text and click the **B** button on the toolbar.
 - B. Highlight the text and type the word *bold*.
 - C. Highlight the text and press **<Ctrl>B**.
 - D. All of the above.

2. How do you copy text?
 - A. Highlight the text, choose **E**dit, and then choose **C**opy.
 - B. Highlight the text, click the right mouse button, and then choose **C**opy.
 - C. Highlight the text and press **<Ctrl>C**.
 - D. All of the above.

3. To check for alternative spellings for a misspelled word, you should:
 - A. Choose **T**ools and then **S**pelling.
 - B. Click the right mouse button on the word.
 - C. Press **<Ctrl><F7>**.
 - D. Press **<F7>**.

4. How do you open an existing document?
 - A. Choose **F**ile and then **O**pen.
 - B. Click on the file folder icon on the toolbar.
 - C. Press **<Ctrl>O**.
 - D. None of the above.

5. How do you save a new document?
 - A. Press **<Ctrl>S**.
 - B. Choose **F**ile and then **S**ave.
 - C. Click the right mouse button and choose **S**ave.
 - D. Open the document and give it a new name.

6. How do you align text on the right margin?

- A. Choose **F**ormat and then **A**lign Right.
 - B. Press <Ctrl>**R**.
 - C. Click on the Align Right icon.
 - D. Right-click on the text you wish to align.
7. How do you print to a different printer than the one you normally use? (This assumes that you have access to more than one printer.)
- A. Click the Printer button on the Standard toolbar, then choose the desired printer from the drop-down list on the Name box.
 - B. Choose **F**ile and then **P**rint. Then click on the dropdown menu and choose the desired printer from the list in the Name box.
 - C. Choose **E**dit and then **P**rint. Then click on the dropdown menu and choose the desired printer from the list in the Name box.
 - D. Press <Ctrl>**P**. Then click on the dropdown menu and choose the desired printer from the list in the Name box.
8. How do you insert a page break into a document?
- A. Press <Enter> until you get to the bottom of the page.
 - B. Choose **I**nsert and then **B**reak.
 - C. Hold down <Ctrl> and press <Enter>.
 - D. None of the above.
9. How do you print preview a document?
- A. Highlight the part of the document you wish to preview and press <Ctrl>**P**.
 - B. Choose **F**ile and then **P**rint Preview.
 - C. Click on the Print Preview button on the Standard Toolbar.
 - D. Choose **V**iew and then **P**rint Preview.
10. To indent an entire paragraph or block of text (not just the first line), you should move your cursor to the block of text you wish to indent and:
- A. Press <Tab>.
 - B. Click the Increase Indent button on the Formatting toolbar.
 - C. Choose **F**ormat and then **P**aragraph.
 - D. None of the above.

11. How do you change the margins in a document?

- A. Click on **File** and then **Page Setup**.
- B. Click on **T**ools and then **M**argins.
- C. Click on **Edit** and then **Margins**.
- D. Manipulate the Ruler bar.

12. How do you set tab stops?

- A. Choose **Edit** and then **Paragraph**.
- B. Choose **F**ormat and then **T**abs.
- C. Manipulate the Ruler bar.
- D. All of the above.

13. How do you change your default file location?

- A. Choose **File** and then **Page Setup**.
- B. Choose **T**ools and then **O**ptions.
- C. Choose **File** and then **Properties**.
- D. Choose **Edit** and then **Files**.

14. How do you change the color of your fonts?

- A. Use the right mouse button.
- B. Choose **F**ormat and then **F**ont.
- C. Choose **Edit** and then **F**ont.
- D. Choose **T**ools and then **O**ptions.

15. To insert a 2x3 table into a document, you should:

- A. Choose **T**able and then **I**nsert and **T**able.
- B. Click on the Insert Table button on the Standard Toolbar.
- C. Choose **Edit** and then **T**ables.
- D. Choose **F**ormat and then **T**ables.

16. To add an additional row to an existing table, you should:

- A. Choose **T**able and then **I**nsert and **R**ows **A**bove or **R**ows **B**elow.
- B. Click on the Insert Table button on the Standard Toolbar.
- C. Use the right mouse button.
- D. Press <**T**ab> at the end of the last row.

17. Where do you find the **Mail Merge** Command?

- A. Choose **Format** and then **Mail Merge**.
- B. Choose **File** and then **Page Setup** and then **Mail Merge**.
- C. Choose **Tools** and then **Mail Merge**.
- D. Choose **Insert** and then **Mail Merge**.

18. How do you change the size of a graphic or picture?

- A. Click on the picture and then move the edges of the picture until it is resized correctly.
- B. Click on the picture and then choose **Edit** and then **Edit Picture**. Move the edges of the picture until it is resized correctly.
- C. Right-click on the picture and select **Format Picture**. Click on **Size** and enter the size you wish the picture to be.
- D. All of the above.

19. How do you edit an existing hyperlink within a document?

- A. Choose **Edit** and then **Links**.
- B. Use the right mouse button.
- C. Highlight the hyperlink and click the Hyperlink button on the Standard toolbar.
- D. Double-click on the linked word or text.

20. How do you add a line between two columns?

- A. Choose **Edit** and then **Columns**.
- B. Click on the Columns icon on the toolbar.
- C. Choose **Format** and then **Columns**.
- D. Choose **File** and then **Columns**.

21. How do you set up a page of labels with the same address?

- A. Choose **Tools** and then **Envelopes And Labels**.
- B. Choose **Format** and then **Labels**.
- C. Right-click on the page and select **Repeat**.
- D. Choose **File** and then **Labels**.

22. How do you turn off the Grammar Checker?

- A. Choose **Format** and then **Grammar Checker**.
- B. Choose **File** and then **Grammar Checker**.
- C. Press <Esc> when the Grammar Checker comes up.
- D. Choose **Tools** and then **Options**.

23. How do you insert a text box in a document?

- A. Choose **T**ools and then **O**ptions.
- B. Choose **V**iew and then **D**rawing.
- C. Choose **F**ile and then **T**ext **B**ox.
- D. Choose **I**nsert and then **T**ext **B**ox.

24. How do you set the Format Painter to stay on for more than one change?

- A. Choose **F**ormat.
- B. Double-click on the Format Painter button on the Standard Toolbar.
- C. Choose **V**iew and then **O**ptions.
- D. Choose **T**ools and then **O**ptions.

Answers and Evaluation

The correct answers are shown below. Some questions have more than one correct answer, so the answer key lists each correct answer.

The questions are grouped in sets of eight from beginning to intermediate to advanced skills.

Beginning questions

1. A, C
2. D
3. B
4. A, B, C
5. A, B
6. B, C
7. B, D
8. B, C

Intermediate questions

9. B, C
10. A, B, C
11. A, D
12. B, C
13. B
14. A, B
15. A, B
16. A, C, D

Advanced questions

17. C
18. A, C
19. B, C
20. C
21. A
22. D
23. D
24. B