

Microsoft Word Practice Exam

Instructions to download and unzip the file needed to perform this practice exam.

Go to the **Practice Exam Files Download** web page: <http://cs12.cs.gc.cuny.edu/practice.html> on the **CSCI 012 Lab Website** to follow the instructions to obtain the practice exam files.

1. Start Microsoft Word and open the file **PracticeWordDocument**.
2. Save the file with the name **MyLetter**.
3. Perform a spell check on the entire document.
4. In more than one place, replace the words **Your Name** with your full name.
5. Change the font size of your name (on the top line) to 16 and center it.
6. Insert a bottom border under your name (on the top line).
7. Insert and resize the picture of a computer programmer from the file **AProgrammer.jpg** between the first and second paragraphs.
8. Insert the following table between the third and fourth paragraphs. Bold the items in the first row and make their font size 14. Center all the items in the table.

Skills	Poor	Fair	Good	Excellent
Java				X
BASIC				X
C++				X
COBOL				X

Save the file **MyLetter** and use it as the main document of the mail merge.
Use and follow the steps of the **Step by Step Mail Merge Wizard**.

9. Select **Letters** as the document type and **Use the current document** as the starting document. Create and customize an address list to include only these field names: **Title**, **First Name**, **Last Name**, **Company Name**, **Address**, **City**, **State**, **ZIP Code**. Enter three recipients (people) into the address list that you make up and save the list with the filename **MyRecipients**.
10. In **MyLetter**, replace the square bracketed items, [...], with the appropriate merge field names.
11. Perform the mail merge by merging all records and save the merged file with the name **MyMergedLetters**.
12. Save the file **MyLetter**.
13. Exit Microsoft Word.

Microsoft Word Practice Test

**Gary B. Shelly, Thomas J.
Cashman, Misty E. Vermaat**



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during the exam and information on scores and retaking the exam The next six chapters cover all of the topics you need to become proficient in Word and coincide with the objective domain categories in the Microsoft Word Certification Exam Manage Documents Insert and Format Text Paragraphs and Sections Manage Tables and Lists Create and Manage References Insert and Format Graphic Elements and Manage Document Collaboration Short video tutorials are included for every single outcome in the book 95 in all for when you need extra help or learn best by observation Word practice exam software included Unlike any other Word exam manual available this book includes Word practice exam software The final chapter focuses on the practice exam software which closely mimics the format of the real exam Custom built and specially designed by SDC Publications this practice exam software can be taken multiple times so you are comfortable with the real test software how to mark and return to questions question format live in application steps and how the results are presented Study materials for all learning styles Custom made Practice Exam Software 95 short narrated video tutorials for every outcome in the book End of chapter self exam and review questions 75 Flashcards Exam Day Study Guide About the author Daniel John Stine AIA CSI CDT is a registered architect with over twenty years of experience in the field of architecture Throughout these years of professional practice Stine has leveraged many of the Microsoft Office products to organize and manage complex projects In addition to Microsoft Office certification study guides Stine has written multiple books on architectural design software all written using Microsoft Word and published by SDC Publications *4000+ COMPETITIVE exams for JOB's, Colleges and Schools* ADV. DR MANISH DAS,RUPALI BAURAH DAS,2025-03-18 *COMPETITIVE exams for JOB s Colleges and Schools* AUTHOR ADV DR MANISH DAS RUPALI BAURAH DAS CAREER JOB COUNSELLORS AND BEST SELLING AUTHOR Computer Applications For Class 9 S. Tiwari & D. Bhargava & D. Rathore, A book on Computer Applications **CliffsTestPrep Foreign Service Officer Exam** American BookWorks Corporation,2011-11-18 Your guide to passing the Foreign Service Officer Exam Why CliffsTestPrep Guides Go with the name you know and trust Get the information you need fast Written by test prep specialists Introduction Review of how the exam is organized along with answers to frequently asked questions Part I Written Exam The Job Knowledge Test Descriptions of the five general career track knowledge areas management consular economic political and public diplomacy Question and answer subject review chapters for the eight job topic areas along with mini tests after each subject review A sample Job Knowledge test with complete answers and explanations Part II Written Exam The English Expression Test Grammar and usage review Two sample English Expression tests with complete answers and explanations Part III Written Exam The Biographic Information Questionnaire General information on this section of the exam plus helpful sample questions Part IV Written Exam Written Essay Overview of the Written Essay portion of the exam plus sample essay topics for practice Direction on how to effectively prewrite outline organize edit and revise your essay Part V Oral Assessment Overview of the Oral Assessment portion of the exam and the categories in which you ll be assessed Test Prep Essentials from the Experts at CliffsNotes An American

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