# 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.qc.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

**Daniel John Stine**

**Microsoft Word Practice Test:**

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career opportunities Outline of the book The dual nature of this book helps you build a strong foundation in Word and prepares you for the exam The first chapter gets you started right away opening Word and learning about the user interface and important terminology For those interested in taking the exam it includes how to register for the exam and find an exam center tips on using your time wisely 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

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advantages of restful web services fast restful web services are fast because there is no strict specification like soap it consumes less bandwidth and resource

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web restful web services introduction rest stands for representational state transfer rest is web standards based architecture and uses http protocol it revolves around resource where every component is a resource and a resource is accessed by a common interface using http standard methods rest was first introduced by roy fielding in