Listed below are the most common everyday tasks for most people that use Microsoft Word.

This is a test for skills using Microsoft Word. The test is to be given on a laptop or computer. This is a timed test. You will have 15 minutes to finish this test. Work as quickly as you can without stress. Please follow these instructions below. Do each task listed below. You can skip tasks. If you do not know how to do a task, skip that task and go to the next task. You can return to complete a task as time permits. Take three minutes and read each of the Instructions below. Do any preparation you might need.

You can ask the Instructor questions during the test. The instructor will tell you when to begin the exam.

1. Save your document to your C drive, your Desktop (or any drive you want to save it to) and give it the following file name (Your first and last name)
2. Justify the entire document
3. Add numbers to each paragraph
4. Make the entire document 1.5 spacing
5. Put 18pt of space before each paragraph
6. Make paragraphs 1, 3, 5, 6, 9, and 12 and the following characteristics:
	1. italics,
	2. indent left side to 1 inch,
	3. indent right side to 5.5 inch
	4. red font
	5. 10 font size
	6. Arial font
7. Put a header at the top of the page with “COMPANY ACME” in the left corner, CONFIDENTIAL in the top middle, AND today’s date in the top right corner.
8. Put a footer at the bottom of your document with the File name and path of your document in the bottom left corner of the page. In the right corner of the footer put the page number (any style you wish).
9. Change the red font in paragraphs numbered 1, 3, 5, 6, 9, and 12 to blue font.
10. Make paragraph 7 two-columns with a line in between.
11. Remove the numbers from the paragraphs numbered 1, 3, 5, 6, 9, and 12.
12. Each paragraph without a number you will
	1. Indent the left side of the margin to 1 inch.
	2. Change the font to green and bold
	3. Remove the italics.
13. Insert a cover page for your report, using a provided cover page by Microsoft Word.
14. Replace every incident of the word: document with the word video.