

OST136 WORD PROCESSING

CREDIT BY EXAM STUDY GUIDE

Your objective test consists of 50 true/false and multiple choice questions. Your applications test consists of four documents that you will create based on the features of Word 2010 presented in the chapters of our textbook.

It would be helpful if you are comfortable with the following:

1. How to cut, copy, and paste
2. How to apply styles and where they can be found
3. How to create headers and footers (Review the header/footer toolbar.)
4. How to create outlining
5. How to create a table (Review the Table menu)
6. How to use borders and shading in a table
7. How to create a chart and how to change its elements and resize it
8. How to create and use AutoText
9. How columns are created
10. What are the two methods of setting tabs?
11. What are the methods of inserting page numbers?
12. Review the following:
 - a. Print Preview
 - b. Clipboard Task Pane
 - c. Manipulating selected text
 - d. Spelling and Grammar Checker
 - e. Indenting paragraphs
 - f. Mail merge

This list is by no means all inclusive, but I hope it will help you think through the material that will be covered.

Student must achieve a grade of 78% on both the objective and application test to receive credit by exam.