|  |  |  |
| --- | --- | --- |
| **Advanced Microsoft Word 2013 Skill Test** | | |
| **Step** | **Instruction** | **Points** |
| 1 | Open the sample document: Advanced Word Necessary Computer Skills.docx | 0 |
| 2 | Add the following footnote to the end of the second sentence of the paragraph:  **Lack of Computer Skills Foils Many Job-Seekers** **http://www.msnbc.msn.com/id/33106445/ns/technology\_and\_science/ 7/29/2010.   Accessed 1/16/2011.** | 10 |
| 3 | Add a Form Control to the Row 2, Column 2 of the table:  Insert a Dropdown (Combo) box.  Double click to edit the Dropdown box  Add three choices to the list: **Beginner, Intermediate, Advanced** | 20 |
| 4 | Add two Check boxes to the Row 3, Column 2 of the table      Label them **Yes** and No | 10 |
| 5 | Insert a new blank Row at the top of the table      Add a Text field labeled Name in Row 1, Column 1      Add a Date Picker in Row 1, Column 2. | 20 |
| 6 | Format: Necessary Computer Skills with the **Title Quick Style** | 5 |
| 7 | Modify the Title Quick Style to use Arial Black Font | 5 |
| 8 | Apply the Style changes to this document only | 5 |
| 9 | Apply Heading Style 1 to the table heading Computer Skills | 5 |
| 10 | Apply **Table Quick Style** of your choice | 5 |
| 11 | Edit the **Table Style Options**:  Select Last Column.  Remove the selection First Column | 5 |
| 12 | Save the document as Your Name Advanced Word Skill Test | 5 |
| 13 | Please submit the Advanced Word Skill Test to your instructor |  |
|  | **Total Points** | 100 |