**Name:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Instructor:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Beginning Microsoft Word 2013 Skills Test**

**Before You Begin: Open a new, blank document in Microsoft Word 2013.**

Do the following steps:

1. Add the following text: Computer Training
2. Format the text to be Bold, 24 pt.

 If you wish, you may change the font.

1. Insert a picture related to computer training.
2. Apply the picture style Bevel Perspective OR Bevel Oval.
3. Format the Text Wrapping to be Top and Bottom.
4. Move the picture above the text.
5. Insert a Simple Text Box.
6. To the Text Box, apply Text Box Style Horizontal Gradient Accent 1
7. Change the Text Box Shape to Wave
8. Insert the following Text in the Text Box

 New Courses for Fall

1. Insert Text Box: Decorative Quote.
2. Move the Second Text Box under the First.
3. Add the following Text to the Second Text Box

 Word

 Excel

 PowerPoint

 Outlook

 Access

 Publisher

 OneNote

1. Add a Third Text Box: Simple Text Box
2. Link the Second & Third Text Boxes
3. Resize the Second Text box so Access is the last item—Publisher and OneNote will spill into the third Textbox.
4. Insert SmartArt🡪 Vertical Chevron List
5. Add the following Text:

 Information Technology

 Human Resources

 Clerical

1. Remove any unused shapes
2. Format the SmartArt with SmartArt Style Sunset Scene and change the color to yellow.
3. Add a new Shape to the SmartArt and add the following text: Management
4. Insert another image from ClipArt.
5. Apply an Artistic Effect to the image.
6. Save the file as Your Name Beginning Word Skill Test and submit to your instructor.