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| **Beginning Microsoft Word 2013 Skill Test**  |
| **Step** | **Instruction** | **Points** |
| 1 | Open a new, blank document in Microsoft Word 2013.  | 0 |
| 2 |  Add the following text: **Computer Training** | 1 |
| 3 | Format the text to be Bold, 24 pt. If you wish, you may change the font. | 2 |
| 4 | Insert a picture related to computer training. | 5 |
| 5 | Apply the picture style Bevel Perspective OR Bevel Oval. | 5 |
| 6 | Select the picture and format the Text Wrapping to be Top and Bottom. | 2 |
| 7 | Move the picture above the text. | 2 |
| 8 | Insert a Simple Text Box. | 5 |
| 9 | To the Text Box, apply Text Box Style Horizontal Gradient Accent, or a Style of your choice. 1 | 2 |
| 10 | Change the Text Box Shape to Wave | 2 |
| 11 | Insert the following Text in the Text Box: **New Courses for Fall** | 2 |
| 12 | Insert a second Text Box: Select the Decorative Quote, or one of the Quote Text Box Styles of your choice. | 5 |
| 13 | Add the following Text to the Second Text Box:**Word****Excel****PowerPoint****Outlook****Access****Publisher****OneNote** | 10 |
| 14 | Move the Second Text Box under the First. | 5 |
| 15 | Add a Third Text Box: Simple Text Box | 5 |
| 16 | Link the Second & Third Text Boxes | 10 |
| 17 | Resize the Second Text box so Access is the last item—Publisher and OneNote will spill into the third Textbox. | 10 |
| 18 | Insert SmartArt: Select Vertical Chevron List, or any Organization Diagram | 10 |
| 19 | Add the following Text:**Information Technology****Human Resources****Clerical** | 5 |
| 20 | Remove any unused shapes | 1 |
| 21 | Format the SmartArt with SmartArt Style Sunset Scene, or a Style of your choice, and change the color to yellow. | 2 |
| 22 | Add a new Shape to the SmartArt and add the following text: **Management** | 2 |
| 23 | Insert another image from Online Pictures. | 5 |
| 24 | Apply an Artistic Effect to the image | 1 |
| 25 | Save the file as Your Name Beginning Word Skill Test. Please submit the Beginning Word Skill Test to your instructor | 1 |
|  | **Total Points Possible** | **100** |