|  |
| --- |
| **Intermediate Microsoft Word 2013 Skill Test**  |
| **Step** | **Instruction** | **Points** |
| 1 | Open the sample Word document: "Locally Heavy Rains Soak Southeast Michigan." | 0 |
| 2 | Add the following text to the beginning of the document: **Rain Washes Out Hamburg Michigan** Apply Heading Style 1 to the text | 5 |
| 3 | Select all of the text EXCEPT the headline you just formatted. Format the highlighted text into two COLUMNS. Change the FONT size to 12 points | 10 |
| 4 | Insert a picture from ClipArt. Use clips online to find a rainbow picture. Format the picture as a WASHOUT behind the text. | 10 |
| 5 | SAVE your work as Your Name Word Intermediate Skill Test. | 5 |
| 6 | Open a NEW blank Word document | 0 |
| 7 | Create a new TABLE with four columns and six rows. Add the following labels to the first row: **First Name, Last Name, Department, Location** | 10 |
| 8 | Add the following data: **Deeter Poohbah Training Detroit**  **Mary Contrary Marketing Lansing**  **Alex West Web Designer Ann Arbor**  **Leo Michaels Engineer Ann Arbor**  **Charlie Barliman Sales Lansing** SAVE the document as Friends and Family.docx. | 5 |
| 9 | Return to the Newsletter (Your Name Word Intermediate Skill Test.docx) | 2 |
| 10 | Add two BLANK LINES Between the Headline and the first paragraph of text | 3 |
| 11 | Create a MAIL MERGE using the Friends and Family list as the Data. Insert the merge fields: First Name, Last Name, and Department | 10 |
| 12 | Format the Department Merge Field with the Style: Subtle Emphasis. | 5 |
| 13 | Insert a table at the end of the document text with two columns and five rows | 10 |
| 14 | Merge the cells in the top rowIn the top row, add the text **Rainfall** | 5 |
| 15 | Add the following months and rainfall amounts**March 6 inches****April 11 inches****May 4 inches****June 2 inches** | 5 |
| 16 | Format the Table borders to be color white | 5 |
| 17 | Add a hyperlink to the text Rainfall.Set the hyperlink to go to www.weather.com | 10 |
| 18 | Save the file as Your Name Intermediate Word Skill Test. Please submit the Intermediate Word Skill Test to your instructor |  |
|  | **Total Points** | **100** |