

Word Processing Test – Level 1

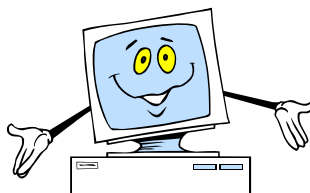
Your job is to reproduce this document in Microsoft Word.

IMPORTANT: This test is to be completed by the teacher without assistance from others.

If there is reason to believe that you have behaved unethically in the taking of this test, you may be asked to re-take the test in the presence of Technology Department personnel. *Using the application Help is encouraged.*

Because fonts are different on different computers, word wrap will not be graded. It is acceptable for your document to be two pages.

Word Processing



This page will be used to assess your word processing skills. The skills that are being tested include:

- Borders and Shading
- Using bulleted and numbered lists
- Inserting clip art and Word Art
- Inserting a footer with page numbers
- Setting tabs
- Creating a table

Here's what you need to know:

| | |
|--|--|
| The font being used is Arial 10, except the line "Word Processing Test" (Arial 14 - bold) and the copyright line (Arial 8). | In the shaded area, the shading is 25% gray and the text is bold. The border used is a shadow border. |
| It doesn't matter which clip art you include. The clip art should be between 1 and 2 inches high. | Replace this text with a one-sentence description of your job. |
| The line that reads, "This line has been tabbed" contains 1 tab marker set at 3 inches. There should only be one tab on that line. | The 2 bottom lines on this page are contained in a Footer. The page number uses automatic page numbering, is right-justified, and is Arial 10. |
| Indentation on the bulleted list and the numbered list will not be graded. | To insert a copyright symbol, select "Symbol..." from the Insert menu. |

This line has been tabbed.

Instructions for submitting the completed test:

1. If you have not submitted any other tests before, create a sub-folder in your network folder with the name "comptest." Again, you should complete this item without assistance from others, since it will be used in part for the Operating Systems competency assessment.
2. Save your answer sheet into the comptest folder in a file named (**your network id**) **wordtest**. For example: **smithjwordtest** **Do not use parentheses or spaces in your filename!**
3. Send an e-mail to grader@lisd.net, with the following information:
 - a. The document you created for this test should be included as an attachment.
 - b. The subject line should be "Word Test"
 - c. The e-mail body should include your name
 - d. The e-mail body should include your campus

- e. The e-mail body should include the following statement:
"In submitting this test, I verify that I have not received help on this test from anyone else, including other teachers, staff members, students, or family members."
4. Please **DO NOT** send any other email messages to grader@lisd.net. If you have questions concerning a test, contact competencies@lisd.net.