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Chapter 1 : Exam PowerPoint

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So, whichever way you choose to answer, if the result is correct, TEST4U will accept the answer as correct. This is the case because TEST4U uses real application software; it does not simulate applications as it happens with simulation tests. In the latter case the correct answer is the one set by the programmer, not the one accepted by MS-Word TEST4U allows you to train on the real applications, not on their simulations. Do not forget that when you need to use MS-Word or another application at your workplace, you have to be able to use the real application software, not one of its simulations. It is not a simulation application in Flash version. Actions taken by a candidate to create and complete the document are not predetermined. Understanding is the essential prerequisite of completing the document. So the candidate must be able to understand the structure of the document and then hierarchize all necessary actions. See some scenario sample questions: In order to answer the question, the candidate needs to understand the number of columns and rows that the suggested table is consisted of first table and the differences between this one and the table of his document second table. Candidates will have to use these data to create a pivot table. This means that they will have to analyze the presentation: Select and copy the 4 last lines of the table displayed in the Word document. H13 cell range on the first worksheet. H13 cell range data to create a Clustered Column chart. Go to the Word document, delete the existing chart and replace it with the chart you have just created. Save the Word document as summary. A video solution for every question If you answer a question wrongly, TEST4U will display a solution video for you to learn how to answer the question correctly. Statistics for you and your students TEST4U allows you to monitor your progress yourself providing statistics for every question. Namely offers the following kinds of questions: Multiple choice questions There are five 5 possible answers for every multiple choice question. Either one 1 or two 2 of them can be correct. Text input questions Students type their answers in a specific field. Matching questions There are up to 4 pairs of possible answers for every question. Right or Wrong questions Candidates decide whether a question is right or wrong. Hotspot questions Every Hotspot question displays a photo. The student has to click in the correct area. These 15 hours of use can be consumed within 12 months from the date of purchasing the product. These 10 of use can be consumed within 12 months from the date of purchasing the product. Coming soon Special rates Contact our office to benefit from special rates, flat rates and a trial version for Educational Institutions, Companies and Public Sector bodies. Companies located in Greece have to pay the additional VAT. EU companies may purchase with VAT exemption. Otherwise customers have to pay the additional VAT. Please login or register to be able to see purchase prices. If you feel like talking about how TEST4U works, download our presentation file to accompany your speech! Get it here in:

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simple practical questions to test your word, spreadsheet, database and power point knowledge.

How many different documents you can open at one time? No more than three b. As many as your computer memory will hold d. As many as your task bar can display Which of the following is the second step in creating a macro? Using your mouse or keyboard, perform the task you want to automate c. Assign a keyboard shortcut to the macro d. Give the macro a name When assigning a shortcut key to a symbol, you should always try to select a key or key combination that is: Which feature is used to replace straight quotes with smart quotes as you type? Auto Correct as you type b. Auto Change as you type c. Auto Format as you type d. Smart Tags as you type Which of the following command is not available in Tools menu? If you want to convert a symbol or several lines of text into an AutoCorrect entry, you should: Insert the symbol or type the text in a Word document first. Then, select the text or symbol and go to the Auto Correct dialog box. Click the Tools menu and choose Auto Correct Options. Then, click the Insert menu and choose Symbol or click the Format menu and choose Paragraph to add the symbol or paragraph to Auto Correct. Auto Correct can only accommodate one line of text. It is not possible to convert a symbol or multiple lines of text into an Auto Correct entry. Then, select the text or symbol and click the Edit menu followed by Paste Special. Which option is not available in Insert Table Auto fit behavior? Fixed Column Width b. Auto Fit to Contents c. Auto fit to Window d. Auto fit to Column When you click on File menu in Word , it opens a.

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