

CSCI 104 – Essential Computing I
Exam #2 - Word
Instruction Page
(80 pts)

1. Obtain a copy of the file **TestTakingTips.docx** from the **Exam #2 - Word Dropbox**. SAVE THE DOCUMENT as **TestTakingTips_LastNameFirstName.docx** (2 points)
2. Review the document and make any corrections to spelling and grammar (4 points)
3. Set the left and right margins at 1.2 inches and the top and bottom margins at 0.75 inch. (4 points)
4. Include a header in the document that contains the phrase ‘Test Taking Tips’ aligned left and italicized and on the second line your ‘First Name Last Name’ aligned left. The header text should be Times New Roman, 11 pt. font. (7 points)
5. Include a footer in the document that contains the page number aligned center. The text in the footer should be Times New Roman, 11 pt. font. (4 points)
6. Change the document Theme to Retrospect. (1 point)
7. Apply the *Heading 1* style to the first heading ‘Test Taking Tips’ (1 point)
8. Apply the *Heading 2* style to all of the paragraph headings – there should be 9 of them. Make sure that all of the paragraphs have the *Normal* style applied to them. (10 points)
9. Modify the *Heading 1* style to be Bookman Old Style, 18 pt. font, Italicized. Change the font color to Olive Green, Text 2 and then go to format, border to include a bottom border ½ pt. width, auto color (black) with a solid line. Go to format, paragraph to make sure that for the *Heading 1* style the left indent is at 0”, the spacing before and spacing after is 0 pt and line spacing is set to single. (9 points)
10. Insert the **test.jpeg** picture from the **Exam #2 – Word Dropbox** before the ‘Fill-in the Blank’ heading. Change the picture height to 1.55 inches and width to 1.5 inches and change the wrap text layout to Square. (4 points)

11. Create the following tab stops for the Activity table under the ‘Be Prepared’ section:

*Highlight from **Activity When What** to **Prepare for next** (6 points)

CENTER TAB set at 1”, LEFT TAB at 2” and LEFT TAB at 3”

The following center align at the 1” tab stop: Activity, 1, 2, 3, 4, 5, 6, 7

The following left align at the 2” tab stop: When, Before, Before, During, During, During, After, After

The following left align at the 3” tab stop: What, Sleep well, Eat healthy, Read all questions, Answer all questions, Review all questions, Analyze performance, Prepare for next

12. Bold the headings in the first row of the table you just created in the Be Prepared section (1 point)

13. Create ‘Electronic Source’ source for a citation (6 points):

- a. Author = Enoch Morrison
- b. Title = Study Techniques and Skills for Coping with Test Anxiety
- c. URL = http://www.testprepreview.com/test_anxiety.htm
- d. Date of Article = September 30, 2016

14. Using the **IEEE** citation style, insert the citation you just created at the end of the last sentence (deal with text anxiety) in the last paragraph – after the period. (2 points)

15. Go to the Test Taking Tips heading at the beginning of the document, add a hard return and then insert a Table of Contents. Use the predefined style that is Automatic Table 2. (3 points)

16. Insert a Page Break before the Test Taking Tips heading (starts now on Page 2) and add a hard return before the Test Taking Tips heading. (2 points)

17. Go to the end of the document, after the citation, and insert a page break. Add a hard return and then insert a Bibliography. Use the predefined style References. (4 points)

18. Insert a Cover Page with the Banded style and update the document title to Test Taking Tips, update the author to your First Name Last Name, leave the company as Edinboro University and delete the Address content control. (6 points)

19. Add a Page Break and hard return before the ‘Open Book’ heading. (2 points)

20. Update the entire table for the Table of Contents and then save your document. (2 points)

21. Upload the document into the Dropbox named **Exam #2 - Word**. (ONLY if there are problems submitting the document to the Dropbox - you will need to email me a copy of the document.)

EXAMPLE:

TEST TAKING TIPS

Amanda Porter
EDMONDSON UNIVERSITY

Test Taking Tips
Amanda Porter

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Test Taking Tips
Amanda Porter

Test Taking Tips

Introduction

Since having to take tests in college is unavoidable, it is best to review some strategies so that you can be prepared. There are many varieties of tests that you may be confronted with and the strategies that you use will depend on the type of test being given. Despite what type of test you are confronting, there are some basic things that you should do. First, you should get plenty of sleep the night before the test, so that you are not overly tired and unable to think straight. Second, you should review the material over a period of several days and do not wait to begin the review of the material a couple of hours before the exam. Finally, make sure you have had a meal prior to taking the test.

During the test:

Make sure that you arrive early and keep a positive attitude. Once you have received a copy of the test, make sure you read the directions carefully. It is always a good idea to read through all of the test questions right away, so that you can budget your time correctly.

Multiple Choice

The best thing to do when confronted with multiple choice questions is to try and formulate the answer without looking at the options. Then follow up by eliminating those that you know are incorrect.

Fill-in the Blank

You will simply have to learn the concepts for these types of tests. If you cannot come up with the specific words, but you can provide a description, do so. Instructors may provide partial credit for the description. Do not spend a lot of time on one question. If you do not know the answer, move on and come back to it later. Writing something down is much better than leaving the question blank, so make an educated guess.

Essay Questions

Begin by reading the question carefully. Then organize your thoughts before you begin to write. Take the question and paraphrase it to begin your essay. Make sure that you keep single points to a single paragraph. You should also write clearly. When a professor has difficulty reading your writing, this will result in a lower grade. Try not to cross out a lot of written text or create large swatches from erasing. Use bulleted lists where possible. Make sure to proofread and review your writing.

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Test Taking Tips
Amanda Porter

Open Book

You should spend as much time preparing for an open book test as you do preparing for a closed book test. It is probably a good bet that an open book test will be much harder than a closed book test. Make sure to review the material carefully, so that you know precisely where and in what resource it is located. Collection of the resources your professor is permitting, use post-it notes and bookmarks to mark and highlight letters to mark important points. As you take the test, answer the questions that you can answer from the top of your head first, then go back and answer the remaining questions. If you extract text from the book, remember to quote it. But do not over quote the book to answer the question.

Math and Science Tests

Unless a formula sheet will be provided, you will have to memorize formulas, concepts and definitions. It is often helpful to write key formulas and definitions down in the margin of the test when you begin the test. Be sure to read the question carefully and know all of the question. Make a mental estimate on what the answer to the problem might be. Once you have arrived at an answer, compare the result to your estimate. Probably the most important tip would be to show all of the work necessary to solve the problem.

Be Prepared

Some activities that can bring some success to test taking:

Activity	When	What
1	Before	Sleep well
2	Before	Eat healthy
3	During	Read all questions
4	During	Answer all questions
5	During	Review all questions
6	After	Analyze performance
7	After	Prepare for next

Test Anxiety

Most students do experience some form of anxiety while they are taking a test. Several websites offer strategies that students can adopt to deal with test anxiety. [1]

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References

- [1] E. Morrison, "Study Techniques and Skills for Coping with Test Anxiety." 2016.

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