
Exam on Microsoft Word
CS-150L
Computing for Business Students

Instructor:
Joel Castellanos
e-mail: joel@unm.edu
Web: <http://cs.unm.edu/~joel/>
Office: Farris Engineering
Center (FEC) room 321



...last Word

9/16/2009

Word Exam

- Practical exam during your lab class.
- Different sections have different exams.
- If you need to attend a different exam, get permission – first.
- Must use lab computers: Microsoft XP and Word 2007.
- Students with disabilities may want to take the exam through university disability services.
- **NO Internet!!! – If you do, you fail.**

2

Exam Time \neq Learn Time



- Be cognizant of the clock.
- This is a practical exam.
 - You are in front of the computer. If you do not know something:
 - Explore dialogs,
 - Click around,
 - Read help files and
 - Keep trying until you get it.
- There is time for **some** of this, but not for much.

3

Page Margins and Page Orientation

Use Microsoft Word to format an 8.5x11 inch page with **portrait orientation**. Set the **page margins to 1.0 inches on all four**

Page Setup

Margins

Top: 1" Bottom: 1"

Left: 1.25" Right: 1.25"

Gutter: 0" Gutter position: Left

Orientation

Portrait Landscape

Pages

Top: 1" Bottom: 1"

Left: 1.25" Right: 1.25"

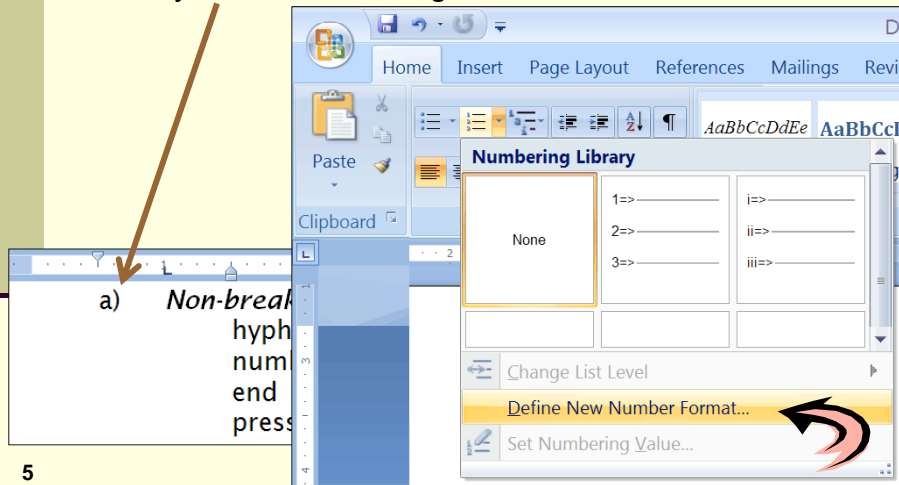
Custom Margins...

Page Layout \rightarrow Margins \rightarrow Custom Margins

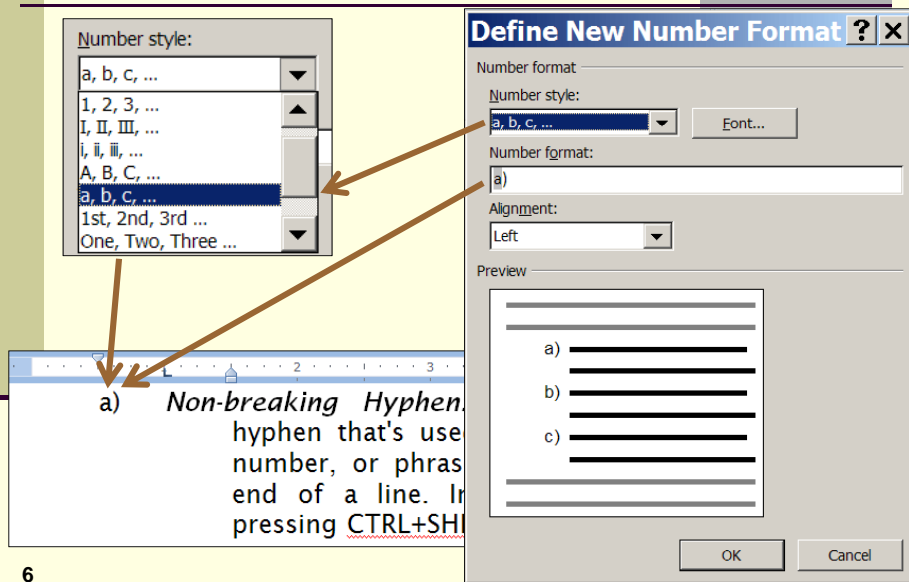
4

Numbered List, Number Format

- The **numbered list** must have the number format exactly as shown in the guide.



Define New Number Format



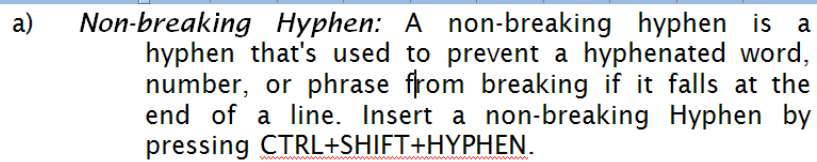
Numbered List: Hanging Indent

The numbered list must be formatted with a hanging indent such that the **numbers start 0.5 inches (½ inch) from the left margin.**

The **first line of text starts 1 inch from the left margin.**


Each subsequent line starts 1.5 inches (1½ inches) from the left page margin.

View → Ruler

- 
- The screenshot shows a ruler with markings from 0 to 6 inches. A text box contains a list item: 'a) Non-breaking Hyphen: A non-breaking hyphen is a hyphen that's used to prevent a hyphenated word, number, or phrase from breaking if it falls at the end of a line. Insert a non-breaking Hyphen by pressing CTRL+SHIFT+HYPHEN.' The first line of the text is indented 1 inch from the left margin. The second line is indented 1.5 inches from the left margin. A box labeled 'View → Ruler' has an arrow pointing to the ruler.
- a) **Non-breaking Hyphen:** A non-breaking hyphen is a hyphen that's used to prevent a hyphenated word, number, or phrase from breaking if it falls at the end of a line. Insert a non-breaking Hyphen by pressing CTRL+SHIFT+HYPHEN.

7

Quiz: Reading The Ruler



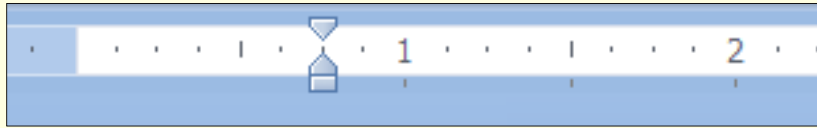
The screenshot shows a ruler with markings from 0 to 2 inches. A vertical line is drawn at the 1 3/8 inch mark, representing the left indent setting.

What is the left indent setting shown above?

- a) $1\frac{1}{8}$ of an inch from the left page margin.
- b) $1\frac{1}{4}$ inches from the left page margin.
- c) $1\frac{5}{8}$ inches from the left page margin.
- d) $1\frac{3}{8}$ inches from the left page margin.
- e) $1\frac{3}{4}$ inches from the left page margin.

8

Quiz: Reading The Ruler – again...



What is the left indent setting shown above?

- a) $\frac{3}{4}$ of an inch from the left page margin.
- b) $\frac{5}{8}$ inches from the left page margin.
- c) $1\frac{5}{8}$ inches from the left page margin.
- d) $1\frac{3}{8}$ inches from the left page margin.
- e) $1\frac{3}{4}$ inches from the left page margin.

9

Nested List

1. Enter the text and press “Enter” after each list item.
2. Select all the items and format all items as the outer list.
3. Select the inner items and format those.

Red
Blue
Periwinkle
Sapphire
Green

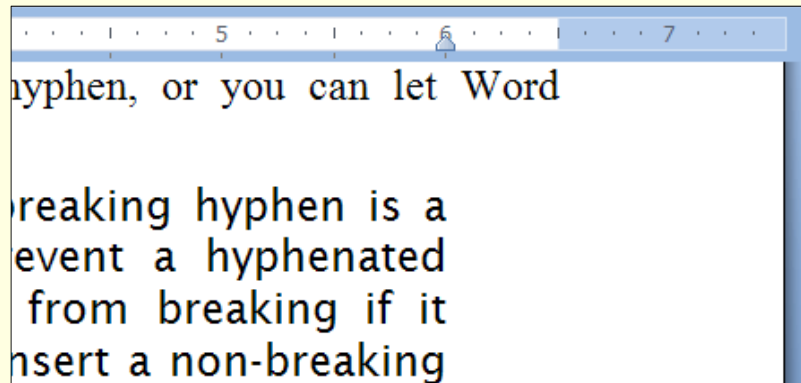
1. Red
2. Blue
3. Periwinkle
4. Sapphire
5. Green

1. Red
2. Blue
 ❖ Periwinkle
 ❖ Sapphire
3. Green

10

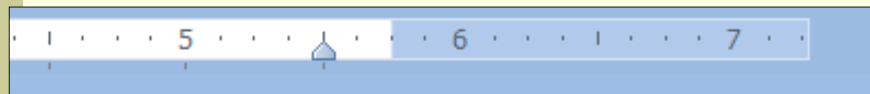
Right Margin

- Both the numbered and bulleted list must have a ***right margin 0.5 inches*** from the ***page's right*** margin.



11

Quiz: Reading the Right Margin



What is the setting of the *Right Paragraph* margin?

- a) $5\frac{1}{2}$ inches from the right page margin.
- b) $5\frac{3}{4}$ inches from the right page margin.
- c) $\frac{1}{2}$ inches from the right page margin.
- d) $\frac{1}{4}$ inches from the right page margin.
- e) $\frac{3}{8}$ inches from the right page margin.

12