

TEST INFORMATION GUIDE

for

SCE Software Skills Test (Microsoft Word)

Word 2010

Test # 4117

Performance Assessment Services



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Introduction

The SCE Word Test is a performance test designed to cover the major features of Microsoft Word that you would use on the job. This guide contains information regarding what the test covers, the length of time allowed, the knowledge categories the test covers and a study outline, including study references. At the end of the guide are general test taking strategies.

Test Session

It is important that you follow the directions of the Test Administrator exactly. If you have any questions about the testing session, be sure to ask the Test Administrator before testing begins. During testing, you may not talk, smoke, eat, or drink.

The SCE Word Test (Microsoft 2010 version) has a 1 hour time limit.

You will receive a Test Comment Form so that you can make comments about test questions. Write any comments you have and turn them in with your test materials when you are done.

Information Guide Outline

Word Knowledge Categories

Below are the major knowledge categories that are covered on the test.

A. File Management

Performs basic Word operations such as opening, closing, creating, printing, saving documents, etc. in order to access/create Word program files.

B. Formatting

Modifies text and document layouts by using functions such as character modifications, page setups, headers, alignments, spacing, borders, themes, etc. in order to present organized and aesthetic documents.

C. Editing

Alters text using functions such as cut, copy, paste, move, find, spellcheck, hyperlinks etc. in order to change/modify/revise Word documents.

D. Tables & Graphics

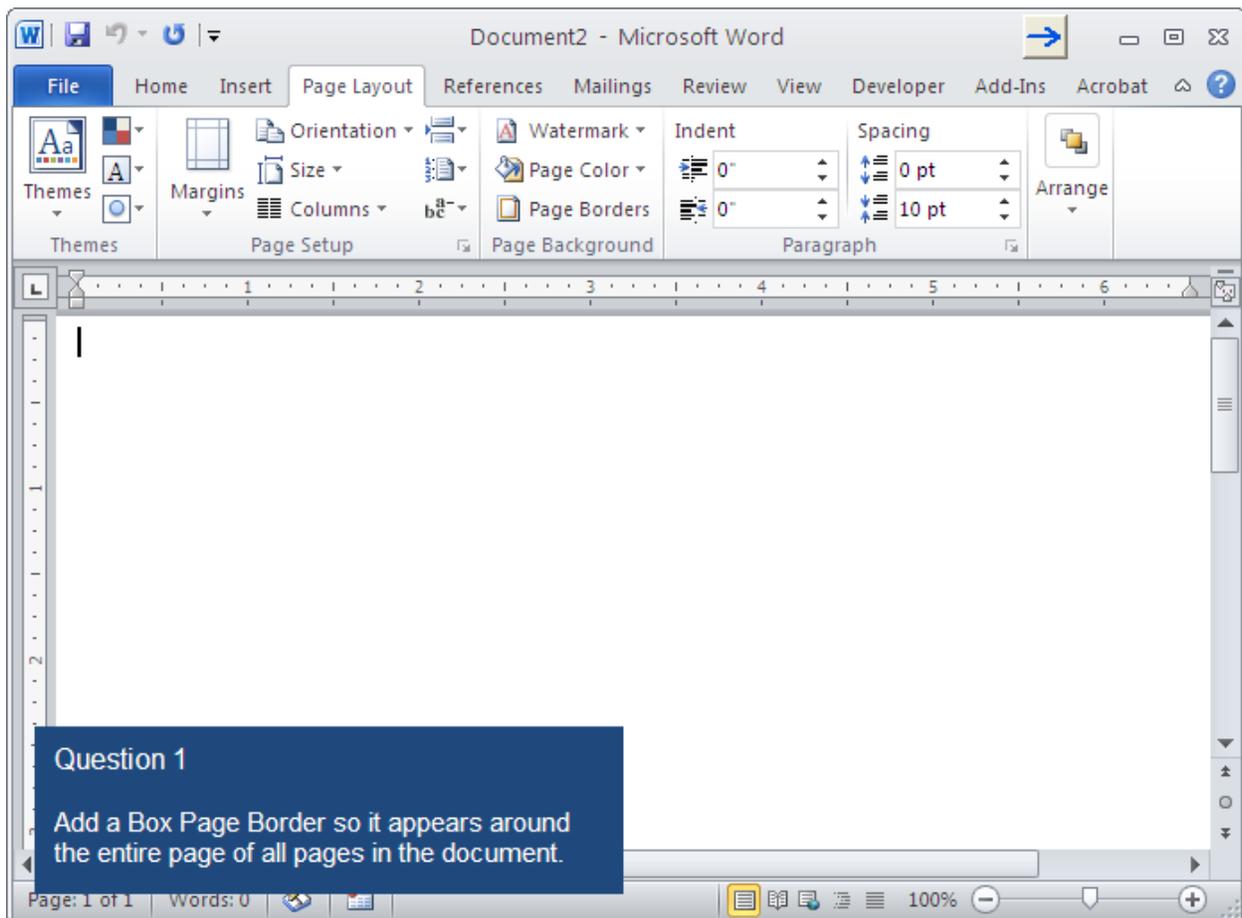
Uses tables and graphics operations such as entering data, merging, adjusting columns, inserting graphics, etc. in order to organize and enhance the look of documents.

Study References

Below is a listing of the study references for material covered on the test.

- **Microsoft Word 2010 For Dummies** – book

Sample Question from SCE Word Test



Test Taking Strategies

The Word Test contains task/function related questions. The purpose of this section is to help you identify some special features of this type of test and to suggest techniques for you to use when taking the test.

Your emotional and physical state during the test may determine whether you are prepared to do your best. The following list provides common sense techniques you can use before the test begins.

Technique	Remarks
<i>Be confident</i>	<ul style="list-style-type: none"> • If you feel confident about passing the test, you may lose some of your anxiety. Think of the test as a way of demonstrating how much you know, the skills you can apply, the problems you can solve, and your good judgment capabilities.
<i>Be punctual</i>	<ul style="list-style-type: none"> • Arrive early enough to feel relaxed and comfortable before the test begins.
<i>Concentrate</i>	<ul style="list-style-type: none"> • Try to block out all distractions and concentrate only on the test. You will not only finish faster but you will reduce your chances of making careless mistakes. • If possible, select a seat away from others who might be distracting. • If lighting in the room is poor, sit under a light fixture. • If the test room becomes noisy or there are other distractions or irregularities, mention them to the Test Administrator <i>immediately</i>.
<i>Budget your time</i>	<ul style="list-style-type: none"> • Pace yourself carefully to ensure that you will have enough time to complete all tasks/functions.
<i>Read critically</i>	<ul style="list-style-type: none"> • Read all directions and questions carefully.

Remember that the techniques described in this section are only suggestions. You should follow the test taking methods that work best for you.