



Technology Proficiency Exam

Word Processing

A. Getting Started

1. Be able to open a word processing application.
2. Be able to open existing documents, make modifications, and save the documents.
3. Be able to create a new document and save it to a flash drive, and a network drive.
4. Be able to use help functions.
5. Be able to use view menu.
6. Be able to show or hide the toolbar display.
7. Be able to save documents under file formats other than the default (e.g., rich text format or text-only).
8. Be able to save documents as HTML format, for use in creating web pages.
9. Be able to close the application.
10. Be able to display the document at different magnification levels.

B. Basic Operations

1. Be able to insert characters, special symbols, words, sentences, and larger amounts of text into a document.
2. Be able to use the undo command.
3. Be able to insert page or section breaks into a document.
4. Be able to insert images, clip art, or graphics files into a document.
5. Be able to select single characters, words, sentences, paragraphs, or an entire document.
6. Be able to use Copy, Cut, and Paste tools correctly and effectively.
7. Be able to transfer text between active documents.
8. Be able to delete text.
9. Be able to search for and replace specific words and phrases in a document.
10. Be able to create standard tables. Be able to insert/delete rows and columns in tables. Be able to merge cells in tables.
11. Be able to add bullets of various styles to selected text.
12. Be able to display the ruler.

Grizzly Testing & Learning Center

208 Edgemont Blvd. • Alamosa, CO 81102 • Fax: (719) 587-7522 • Phone: (719) 587-8189
E-mail: asctestngctr@adams.edu • <http://www.adams.edu/students/learning/>



C. Formatting Documents

1. Be able to change both types and sizes of fonts.
2. Be able to use italics, underlining, and boldfacing.
3. Be able to change justification of text.
4. Be able to indent text (first line and entire paragraph).
5. Be able to change line spacing.
6. Be able to add a border to the top, bottom, or side of a selected paragraph.
7. Be able to change the color of selected text.
8. Be able to add or remove shading from a paragraph.
9. Be able to specify both left and right-aligned tabs. Be able to specify that a dot leader symbol be used with a tab.

D. Finishing Documents

1. Be able to insert page numbering in a document.
2. Be able to use spell-check programs. Recognize that this does not constitute proofreading of the document, which must still be done manually.
3. Be able to modify the document setup: margins, page orientation, and size.
4. Be able to print-preview a document.
5. Be able to use basic print options to print a document from an installed printer.
6. Be able to change the orientation (landscape vs portrait) of a document

Grizzly Testing & Learning Center

208 Edgemont Blvd. • Alamosa, CO 81102 • Fax: (719) 587-7522 • Phone: (719) 587-8189
E-mail: asctestngctr@adams.edu • <http://www.adams.edu/students/learning/>