

Computer Skills Assessment (CSA)

Microsoft WORD Study Guide

Achieve More

Below is a list of objectives covered in the Word Computer Skills Assessment. Each of the questions in the assessment requires the completion of multiple tasks and an example has been included.

- Add page breaks
- Align Text
- Change Zoom Settings
- Changing Document Views
- Checking Individual Spelling and Grammar Errors
- Copy and move text
- Create a Table
- Create a WordArt Object
- Crop a graphic
- Cutting & pasting, copying & pasting
- Display Non Printing characters
- Fonts, bold, italics, underlining, subscript & small caps
- Format page numbers
- Format text and paragraphs
- Highlight text
- Hyperlink
- Insert a Picture or Clip Art Object
- Insert and delete text
- Insert bulleted and numbered lists in a document
- Insert fields in headers and footers
- Insert Headers and Footers
- Insert Page Numbers
- Insert Rows and Columns
- Insert text from a file
- Mail Merge
- Margins, indents, alignment, tabs
- Move and Resize the Clip Art Object
- Opening, Saving and Closing an Existing Document
- Outline, Table of Contents & Index
- Print to printers (hard) and files (soft)
- Set tabs Preview and print documents
- Set Text Wrapping options
- Shading, shadowing borders, color
- Tracking changes & comments
- Use filenames and folders for organizing documents
- Use Find, Replace, and Go To
- Use Format Painter
- Use Template documents, forms, etc.
- Use Undo and Redo
- Used Advanced Positioning options for Clip Art

Example Question

Open a **New Blank Document**. Insert Text from the File "Letter.txt" and use the following settings:

- Top 5 lines (address & date)
- No Spacing Style
- Margins Normal (1 inch)
- Font Times New Roman 12
- Line Spacing 1.5
- Alignment Justified

Check **Spelling & Grammar**. Insert the picture "logo.jpg" in the top line and **Size** the **Height** to 1 inch.

Suggested Training material

On the Office.microsoft.com Support website you can find training (video and practice).

[Training courses for Word 2010](#)

- Get control of page numbers, headers, and footers
- Create visually compelling documents in Word 2010