

# Basic Computer Skills

This assessment is a tool to assist us in gauging your basic skills and aptitude using Microsoft Windows and Microsoft Office.

There is no scoring system against this test – you will not “pass” or “fail”.

You may take as long as you require to complete the assessment.

- Part 1 has multiple answers for each question. Please circle your answer in each question. If you do not know the answer for a particular question, please do not guess the answer, just leave the question unanswered.
  - Part 2 is a practical test that will be observed. You may ask for assistance if you are unsure how to complete a task.
- 

## Part 1 – Multiple Choice

1. How do you open a program such as Microsoft Word when there are no icons on the desktop?
  - A) Right-click to show all the desktop icons
  - B) Restart the computer
  - C) It is not possible to open a program without desktop icons
  - D) Click “Start” and select the program from the menu
2. Which of the following is NOT a valid alignment option in Microsoft Word?
  - A) Centre
  - B) Justified
  - C) Decimal
3. If you want to save a new copy of a document, which option would be best?
  - A) View → Track Changes
  - B) File → Save As
  - C) File → Save

4. Which of the following are examples of Graph Objects?

# Basic Computer Skills Test Study Guide

**Kevin Kelly**



## **Basic Computer Skills Test Study Guide:**

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