


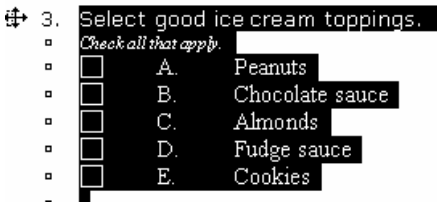

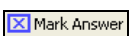
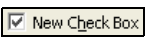




TestComposer Quick Reference

Using Outline View

Task	Procedure
Enter Outline view	Choose View→Outline from the menu bar.
Exit Outline view	Choose View→Normal or View→Print Layout from the menu bar.
Collapse the display of questions below a category	Double-click the plus sign beside the category heading.  


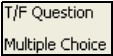


Editing Existing Test Banks

Task	Procedure
Edit the text of a question or its answers	Use the normal Word edit commands to edit any test question.
Delete a question	To delete a question, simply select it and tap the  key. Tip: Display the test bank in Outline view, then click the plus sign beside the test question to instantly select the entire question as shown below. 
Change the order of questions	<ul style="list-style-type: none">• Display the test bank in outline view.• Choose to display Level 3.• Drag the desired question up or down to place it in its new location, or Cut and paste the question in its new location.
Move an answer mark	Use cut and paste or drag-and drop to move the mark to its new location. Tip: Always place the answer mark between the check box and the answer as shown at right. 
Insert a new answer mark	<ul style="list-style-type: none">• Click anywhere on the same line as the answer.• Click the  button on the TestComposer toolbar.
Add a new line to a multiple-choice question	<ul style="list-style-type: none">• Click at the end of the last line of the multiple choice question.• Click the  button on the TestComposer toolbar.• Tap the  key, then enter the letter of the question (e.g. E). <i>A new check box appears.</i>• Tap the  key again, then enter the text for the answer.

Adding New Test Questions

Add New Question Procedure



Follow these steps to add a new question to a test bank.

1. Click on an existing question before which you wish to insert the new question, then tap the  key.
2. Click the button on the TestComposer toolbar for the type of new question you wish to insert immediately below the current question. 
3. Double-click to select the default question text, then type the new question.
4. (MC Questions only) Type the text for the multiple choice answers. If necessary, you can also add one or more additional lines to the MC question.
5. Click anywhere on the line for the correct answer, then click the  button on the TestComposer toolbar to create an answer mark .

Printing A Test

Print Test Procedure

Follow these steps to prepare a test for printing:

1. Choose View→Page Layout from the menu bar.
2. Click the  button on the TestComposer toolbar.
The answer marks disappear from the test. The category headings also disappear.
3. Choose View→Header/Footer from the menu bar. Revise the text as you would in any normal Word document. Click the Close button on the Header/Footer toolbar when you are finished.
4. Save the test bank document, then choose File→Print and print the test normally.
5. Click the  button on the TestComposer toolbar.
6. The answer marks and category headings reappear.
7. (Optional) If you wish to print an answer key, re-print the test now with the answers displayed.

Creating a New Test Bank

New Test Bank Procedure

Follow these steps to create a new test bank.

1. Start Word, then choose File→New from the menu bar.
2. Choose General Templates from the Task Pane (Word 2002) or the Templates dialog box (Word 2000/97)
3. Double-click the TestComposer template.
4. Select the first text line of the test, then click the button for the type of question you wish to insert.
5. Edit the question text, add questions, and answer marks as appropriate.
6. Continue adding new questions as desired until you are finished.
7. Edit the title of the test, and its header and footer information.
8. Save the new test bank document with an appropriate filename.