

Quiz: Answers

Using Word Processing Software

In order to score this quiz, you must look at the file that the person created and its contents. The rubric for scoring the quiz is:

What did the participant do?	Recommendation
The person completed the quiz successfully and did not require assistance.	> The person can apply the material from this workshop. Encourage the person to learn more about MS Word, including more advanced commands.
The person completed the quiz successfully, but required assistance on 1-2 of the questions.	> The person generally understands the material and needs to be encouraged to practice what was learned. You might suggest that the person return to the library to practice, so that there is someone available to answer questions about MS Word. .
The person could not complete any of the quiz without help from the instructor or another student.	> The person could not complete any of the quiz without help from the instructor or another student.

The resulting file may look something like this. In order to assess what your participants have done, however, you will need to be familiar with the quiz and the possible responses that a participant might give.

I print it.

Google Docs
Format text Format text
In the ribbon
I save it.

Today I learned the basics of how to create a document on the computer.