

TEST INFORMATION GUIDE

for

SCE Software Skills Test (Microsoft Word)

Word 95	Test # 4103
Word 97	Test # 4107
Word 2000	Test # 4110
Word 2002	Test # 4113

Performance Assessment Services



SOUTHERN CALIFORNIA
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Introduction

The SCE Word Test is a performance test designed to cover the major features of Microsoft Word that you would use on the job. This guide contains information regarding what the test covers, the length of time allowed, the knowledge categories the test covers and a study outline, including study references. At the end of the guide are general test taking strategies.

Test Scheduling

There are four versions of the SCE Word test, one for each version of Microsoft Word (Word 95, 97, 2000, and 2002). **You may schedule to take the test using the version of your choice.**

Employees will be scheduled for testing by their Supervisor through Human Resources. Applicants will be scheduled through the recruiter. If you do not pass the test on your first attempt, please refer to the testing guidelines on Myedison.net (employees only) or call 626-302-9830.

Test Session

It is important that you follow the directions of the Test Administrator *exactly*. If you have any questions about the testing session, be sure to ask the Test Administrator **before** testing begins. During testing, you may not talk, smoke, eat, or drink.

The SCE Word Test (Microsoft 95 version) has 59 questions and a 1 hour time limit. The SCE Word Tests (Microsoft 97, 2000, & 2002 versions) have 54 questions and a 1 hour time limit.

You will receive a Test Comment Form so that you can make comments about test questions. Write any comments you have and turn them in with your test when you are done.

Study Guide Outline

Word Knowledge Categories

Below are the major knowledge categories that are covered on the test.

A. Formatting

Modifies text/tables by using functions such as character modifications, page setups, headers, center, bold, etc. in order to present organized and aesthetic documents.

B. File Management

Performs basic operations of Word such as open and close documents, help, create new documents, etc. in order to access/create Word program files.

C. Printing

Utilizes print functions such as print preview, print document, labels, etc. in order to produce hard copies of Word documents.

D. Customizing

Modifies default Word settings such as ruler, toolbars, etc. in order to increase individual effectiveness and productivity.

E. Editing

Alters text using functions such as cut, copy, replace, spellcheck, etc. in order to change/modify/revise Word documents.

Study References

Below is a listing of the study references for material covered on the test.

- *Word 95 For Windows For Dummies* – book
- *Word 97 For Windows For Dummies* – book
- *Word 2000 For Windows For Dummies* – book
- *Word 2002 For Windows For Dummies* – book

Sample Question from SCE Word Test

"Set the top and bottom margins of the document to 2 inches."

Test Taking Strategies

The Word Test contains task/function related questions. The purpose of this section is to help you identify some special features of this type of test and to suggest techniques for you to use when taking the test.

Your emotional and physical state during the test may determine whether you are prepared to do your best. The following list provides common sense techniques you can use before the test begins.

Technique	Remarks
<i>Be confident</i>	<ul style="list-style-type: none">• If you feel confident about passing the test, you may lose some of your anxiety. Think of the test as a way of demonstrating how much you know, the skills you can apply, the problems you can solve, and your good judgment capabilities.
<i>Be punctual</i>	<ul style="list-style-type: none">• Arrive early enough to feel relaxed and comfortable before the test begins.
<i>Concentrate</i>	<ul style="list-style-type: none">• Try to block out all distractions and concentrate only on the test. You will not only finish faster but you will reduce your chances of making careless mistakes.• If possible, select a seat away from others who might be distracting.• If lighting in the room is poor, sit under a light fixture.• If the test room becomes noisy or there are other distractions or irregularities, mention them to the Test Administrator <i>immediately</i>.
<i>Budget your time</i>	<ul style="list-style-type: none">• Pace yourself carefully to ensure that you will have enough time to complete all tasks/functions.
<i>Read critically</i>	<ul style="list-style-type: none">• Read all directions and questions carefully.

Remember that the techniques described in this section are only suggestions. You should follow the test taking methods that work best for you.