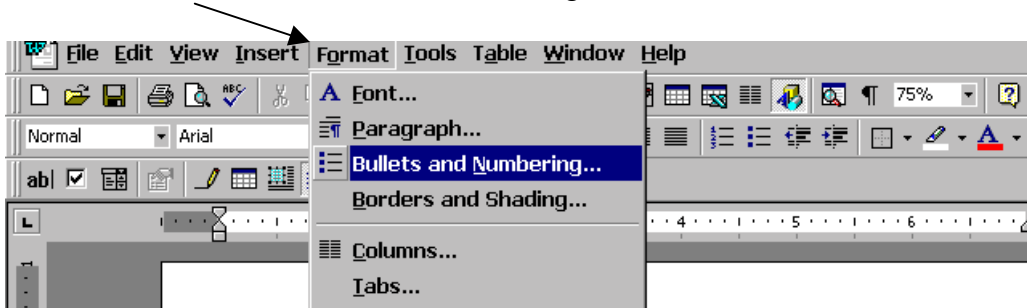


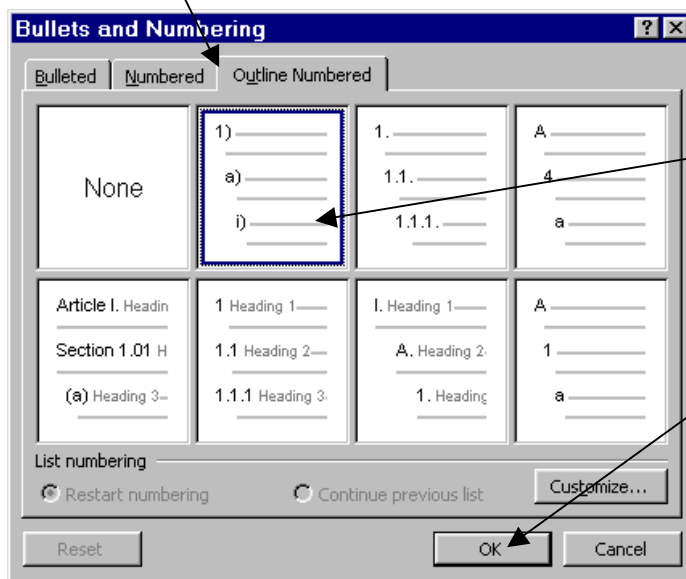
*Hints from Marsha*

## Making a Multiple Choice Test in Microsoft Word

To make a multiple-choice test in word, you need to use the outline function.  
Click on Format / Bullets and Numbering



Then click on the Outline Numbered tab.



Then click on the type of outline numbering you would like to use.

Click the OK button.

Now you'll see the start of your outline on your page. Type your first question.

1) What do wolves eat?

After you type the question, press the enter key on your keyboard. This will give you a number 2.

1) What do wolves eat?  
2)

Press the Tab key on your keyboard, and the two will change to an a) that's indented. Type your first answer.

1) What do wolves eat?  
a) Bears

After you type your first answer, press the Enter key on your keyboard. Now you'll see a b). Type the rest of your answers. Press the Enter key after each answer.

1) What do wolves eat?  
a) Bears  
b) Carrots  
c) Deer, elk and moose  
d) Little girls who wear red  
e)

After you type your last answer, press the Enter key on your keyboard. You will be given another letter. But you want to have another number so that you can type your next question. With your cursor resting right after the letter, hold down the Shift Key and press the Tab key. The letter will be changed back into a number, and you're ready to repeat the process.

2) What do wolves eat?  
a) Bears  
b) Carrots  
c) Deer, elk and moose  
d) Little girls who wear red  
3)