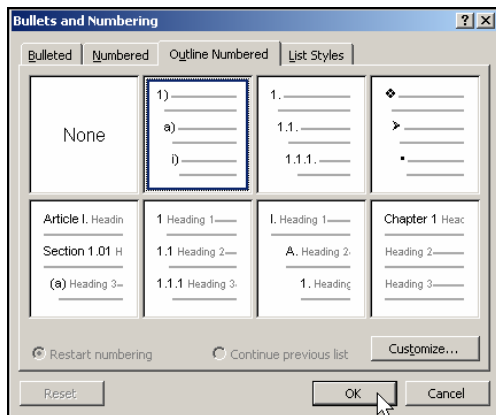
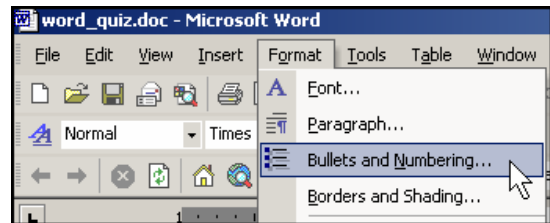




Word XP: Creating a Quiz Using Outlines

1. Open *Microsoft Word* by selecting **START > PROGRAMS > MICROSOFT WORD**.
2. Click **FORMAT > BULLETS AND NUMBERING** located on the **Standard toolbar**.



3. Click the **OUTLINE NUMBERED** tab located at the top of the **Bullets and Numbering** window.
4. Make sure the example on the first row, second column is selected.
5. Click the **OK** button to return to the main document window.

6. Type the first question.
7. Press the **ENTER** key on the keyboard.
8. Press the **TAB** key on the keyboard **OR** click the **INCREASE INDENT** icon  located on the **Formatting toolbar**.
9. Type one of the options to the question written in **Step 6**.
10. Press the **ENTER** key on the keyboard.
11. Repeat **Steps 8, 9 and 10** until all the options to the question are completed.

12. After you complete a question, either press the **SHIFT-TAB** keys on the keyboard **OR** click the **DECREASE INDENT** icon  located on the **Formatting toolbar**.

13. Repeat **Steps 4-10** until the quiz is completed. When you are completed you should have a quiz that looks similar to the image on the right.

- 1) Who is the current president of the United States?
 - a) Ronald Reagan
 - b) Gerald Ford
 - c) John F. Kennedy
 - d) George W. Bush

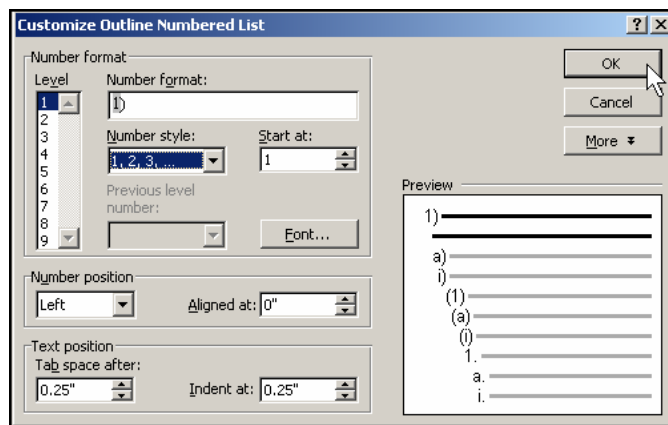
- 2) Who won the 2002 Super Bowl?
 - a) Oakland Raiders
 - b) Tampa Bay Buccaneers
 - c) New York Giants
 - d) New Orleans Saints

Note: Double-space between questions by anchoring your cursor at the end of the last option of each question and press the **SHIFT-ENTER** keys on the keyboard.

Customizing Quiz Numbering

If you navigate to the window shown in **Step 3**, you can click the **CUSTOMIZE** button to alter the numbering scheme used for the quiz. The window shown will look like the image that is shown below.

From this point, you can change the Font style, size, etc.



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