SOUTHERN CALIFORNIA
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SOFTWARE SKILLS TEST INFORMATION GUIDE (MS WORD)

TEST #4117

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 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 365 version) has 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 materials when you are done.

INFORMATION GUIDELINE

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

FILE MANAGEMENT
Performing basic Word operations such as opening and closing Word, saving and accessing documents on the computer and on OneDrive, creating documents from templates, protecting documents, etc.

EDITING
Changing, modifying, and revising Word documents using functions such as copy, paste, find/replace, and spellcheck. This also includes more complex actions such as inserting a bulleted list, inserting symbols, and automatically comparing documents.

FORMATTING
Modifying documents to make them more organized and aesthetically pleasing by changing the appearance of text (changing the font, italicizing text, changing the case, formatting text as columns, etc.), and adjusting the way the page is set up (adjusting document characteristics including margins, text alignment, line spacing, tab stops, and shape alignment; using the ruler; adding page numbers; applying default styles; etc.)

PRINTING
Performing basic print operations in Word, including printing specific pages, printing multiple copies of documents, etc.

TABLES & GRAPHS
Organizing and enhancing the look of documents by adding and editing tables (inserting a table, adjusting the table header, adding shading, etc.) and inserting and editing graphics (adding a page border, inserting a chart, inserting SmartArt, rotating shapes, wrapping text around a graphic, etc.)

TOOLS AND AUTOMATION
Using specialized tools and creating automated processes, such as searching Help, using mail merge, using the zoom feature to enlarge a document, etc.

STUDY REFERENCES

For a study reference for the material covered on the test, please refer to *Work 365 for Dummies*.

SAMPLE WORD QUESTIONS

Question 1

Add a Box Page Border so it appears around the entire page of all pages in the document.
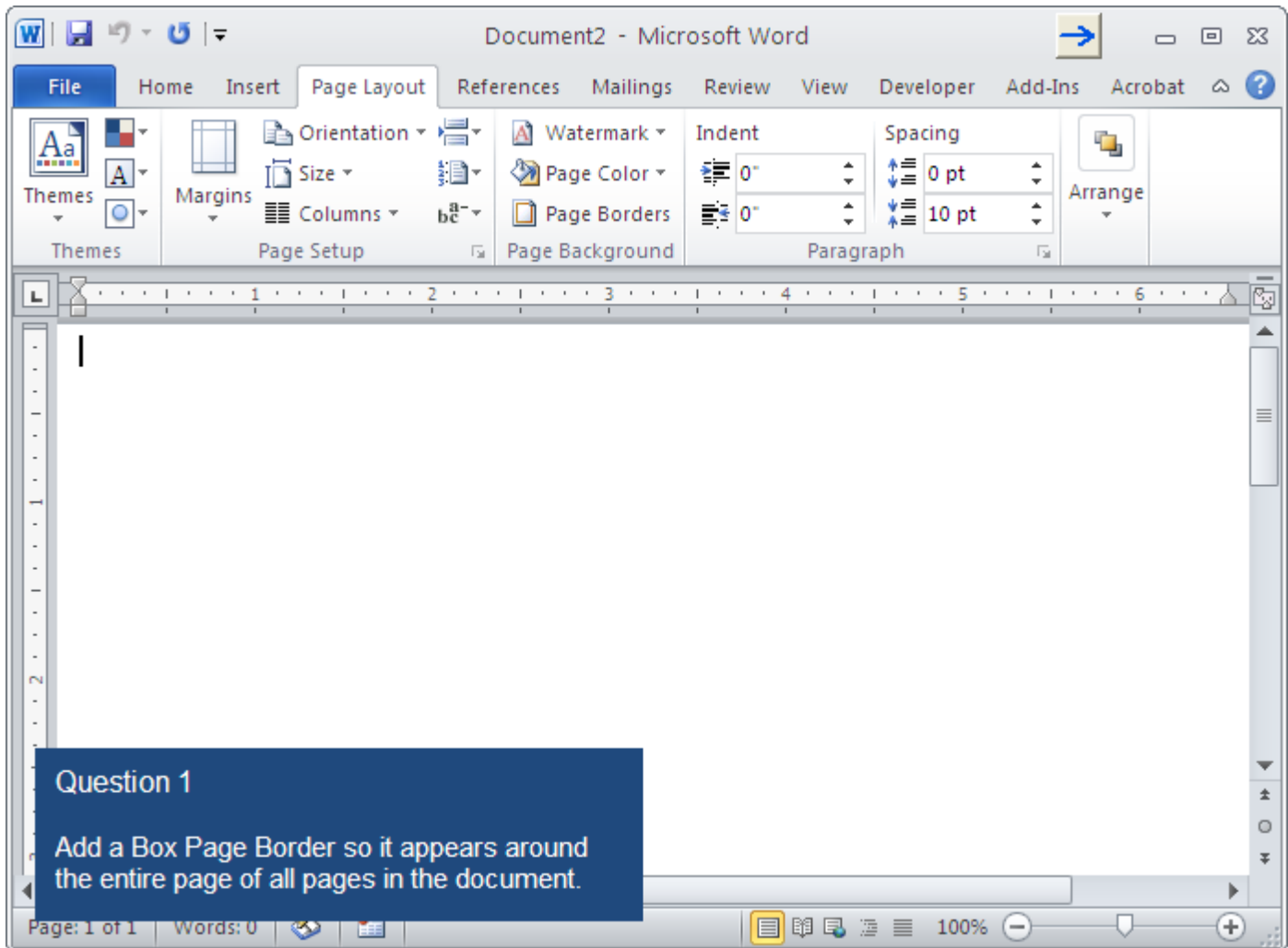
TEST TAKING STRATEGIES

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.

CONFIDENCE

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.

PUNCTUALITY

Arrive early enough to feel relaxed and comfortable before the test begins.

CONCENTRATION

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 immediately.

BUDGET YOUR TIME

Pace yourself carefully to ensure that you will have enough time to complete all tasks/functions.

READ CRITICALLY

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.

STUDY GUIDE FEEDBACK

Please use this page to notify us of any changes in policies, procedures, or materials affecting this guide. Once completed, return to:

Southern California Edison Human Resources - Performance Assessment Services G.O. 4, Ground Floor 8631 Rush St. Rosemead, CA 91770

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If you have encountered any discrepancies in the test, please provide an explanation and the page number below.

COMMENTS