Word 2013 Pocket Guide

The purpose of this pocket guide is to provide Word 2013 exam candidates with a guide to help them feel prepared and confident in their ability to successfully pass the exam.

10 Steps to Certification Success Using LearnKey Resources

1. Watch LMS Guided Tour and Exam Prep Promo on the Student Resource Center

2. View course outlines

3. Go over glossary terminology

4. Take pre-assessment

5. Watch video courseware*

6. Complete assignments in workbook while watching corresponding sections of video courseware

7. Print study guide and use until 100% is scored on pre-assessment

8. Complete video training and individual projects from workbooks

9. Use pre/post-test for practice quizzes

10. Take MasterExam™, scoring 90% at least four times

*Hint: Have exam objectives open in another window as you watch these videos

There are many helpful resources listed below that will help students prepare for their exam. The resources listed below will help students with the trouble areas as identified in their study guide.

When preparing to take any exam, it is a good idea to refer to the exam objectives when studying. Click here* to view the exam objectives for the Word 2013 exam. Before you take the exam, read through the exam objectives and make sure you are familiar with all of the topics listed in each category.

*Hint: Have exam objectives open in another window as you watch these videos

Exam Tips

It is extremely important to understand that the exam is **performance-based**. You will be provided with a document and have a list of tasks to modify the document. The exam is timed and you will have only **50 minutes** to complete all of the modifications to the document. The exam has a tab that allows you to view what the document should look like at the end of the exam.

The LearnKey post-test and MasterExam will quiz you on the processes and terms you need to understand to pass the exam. You will find that time passes very quickly during the exam. It will be very beneficial for you to be very **familiar with the layout and location of the tabs**. This will help you work quickly through the document. The information below is important to review and understand before you take your exam.

Know how to wrap text around an image
- See Word 2013 Course | Session 3 | Shapes and Images
- See Word 2013 Project Workbook | Session 3 | Page 51

Be familiar with Creating and Formatting Tables
- See Word 2013 Course | Session 2 | Create and Modify a Table
- See Word 2013 Project Workbook | Session 2 | Page 41-42

Change page format from portrait to landscape
- See Word 2013 Course | Session 1 | Modify a Document
- See Word 2013 Project Workbook | Session 1 | Page 30

Insert section and page breaks
- See Word 2013 Course | Session 2 | Advanced Formatting Options
- See Word 2013 Project Workbook | Session 2 | Page 28 & 39

Make a bulleted list with different levels
- See Word 2013 Course | Session 2 | Lists
- See Word 2013 Project Workbook | Session 2 | Page 44

Insert a footnote
- See Word 2013 Course | Session 3 | Reference Tools
- See Word 2013 Project Workbook | Session 3 | Page 48

Insert a text box and apply an effect
- See Word 2013 Course | Session 2 | Advanced Formatting options
- See Word 2013 Project Workbook |

Know how to insert a picture into a document
- See Word 2013 Course | Session 1 | Create a New Document
- See Word 2013 Project Workbook | Session 3 | Page 51

Record and apply simple macros
- See Word 2013 Course | Session 1 | Table of Contents
- See Word 2013 Project Workbook | Session 1 | Page 33

Insert tabs and be familiar with tab stops
- See Word 2013 Course | Session 2 | Advanced Formatting Options

Apply styles to an image
- See Word 2013 Course | Session 3 | Shapes and Images
- See Word 2013 Project Workbook | Session 3 | Page 50

Add a caption to a document
- See Word 2013 Course | Session 3 | Captions
- See Word 2013 Project Workbook | Session 3 | Page 49

Exam Best Practices

- Get a good night's sleep
- Go to your appointment at least 30 minutes early
- Write down notes on a piece of paper provided by the testing center
- Avoid spending too much time on any one question
- Remember that the test questions are not designed to trick you
- Do not overthink the questions
- If you finish early, go back through the test and double-check the questions
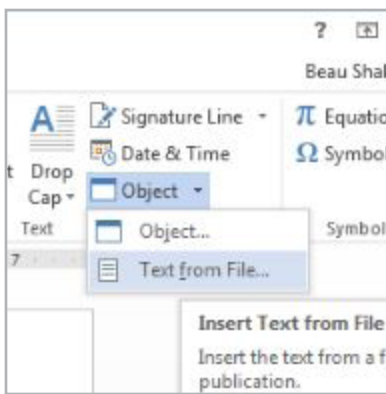
Know how to import text into the document

You will be asked to import text into your Word document from another file. Follow the steps below to successfully accomplish this.

1. Click the Insert tab
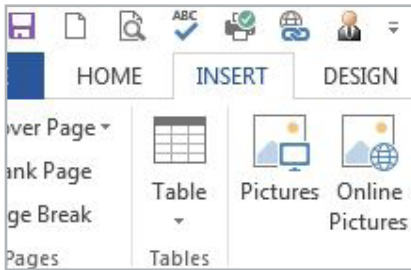
2. In the Text group, click the Object drop-down arrow

3. Click Text from File

4. Navigate to the document of your choice

5. Click the Insert button

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