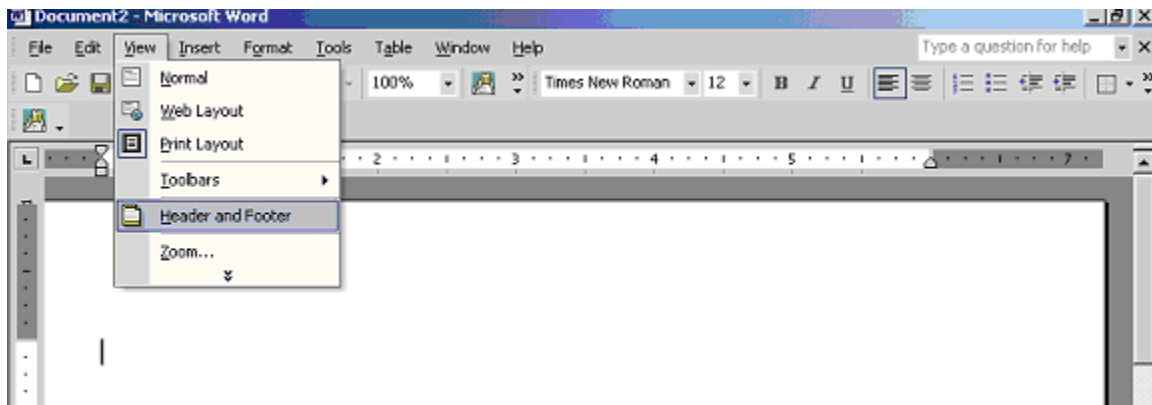


Exam Instructions for Word:

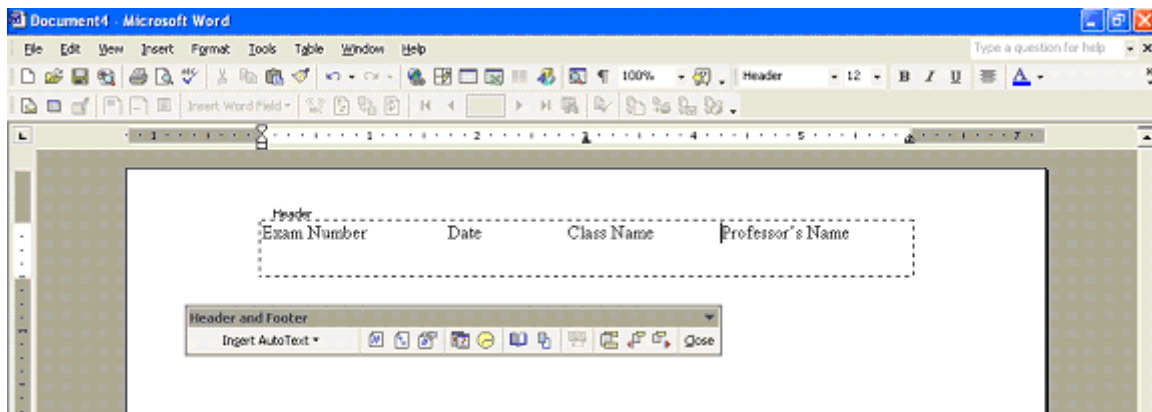
- a. Start the Word program. A blank document will be opened.
- b. Select “View” and “Header and Footer.” A header and footer toolbar will appear:

Diagram 1.



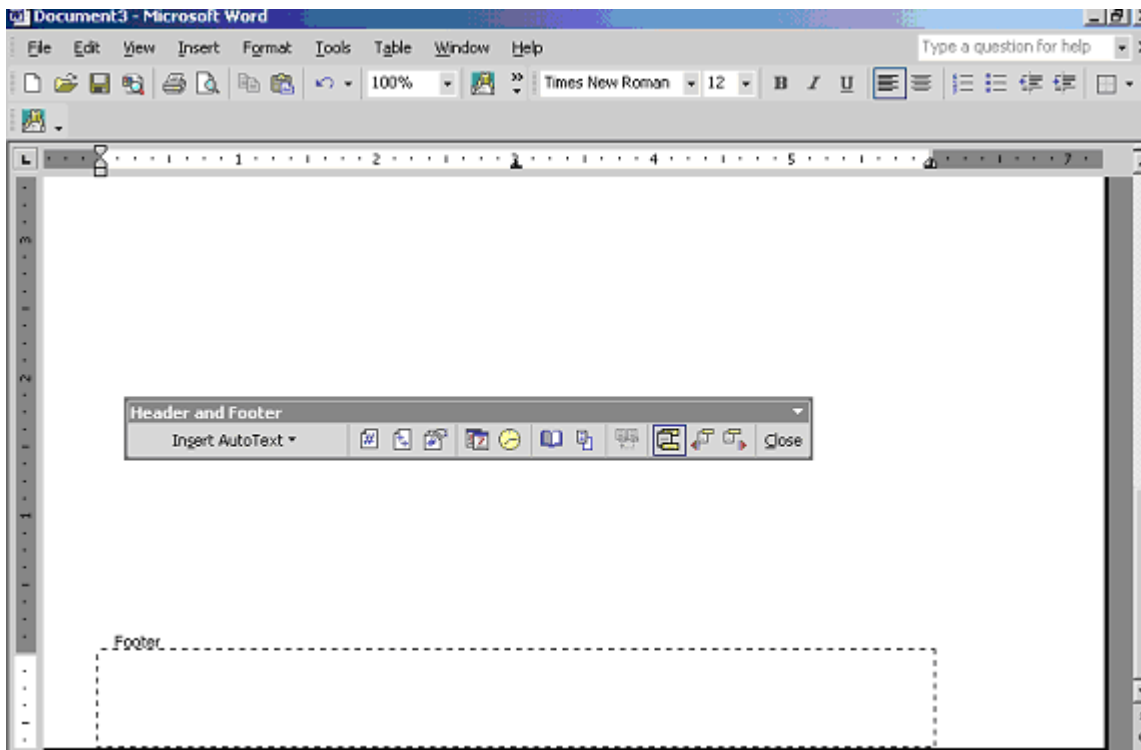
- c. Format the header with Exam Number, Date, Class Name and Professor’s name as shown from left to right.

Diagram 2.



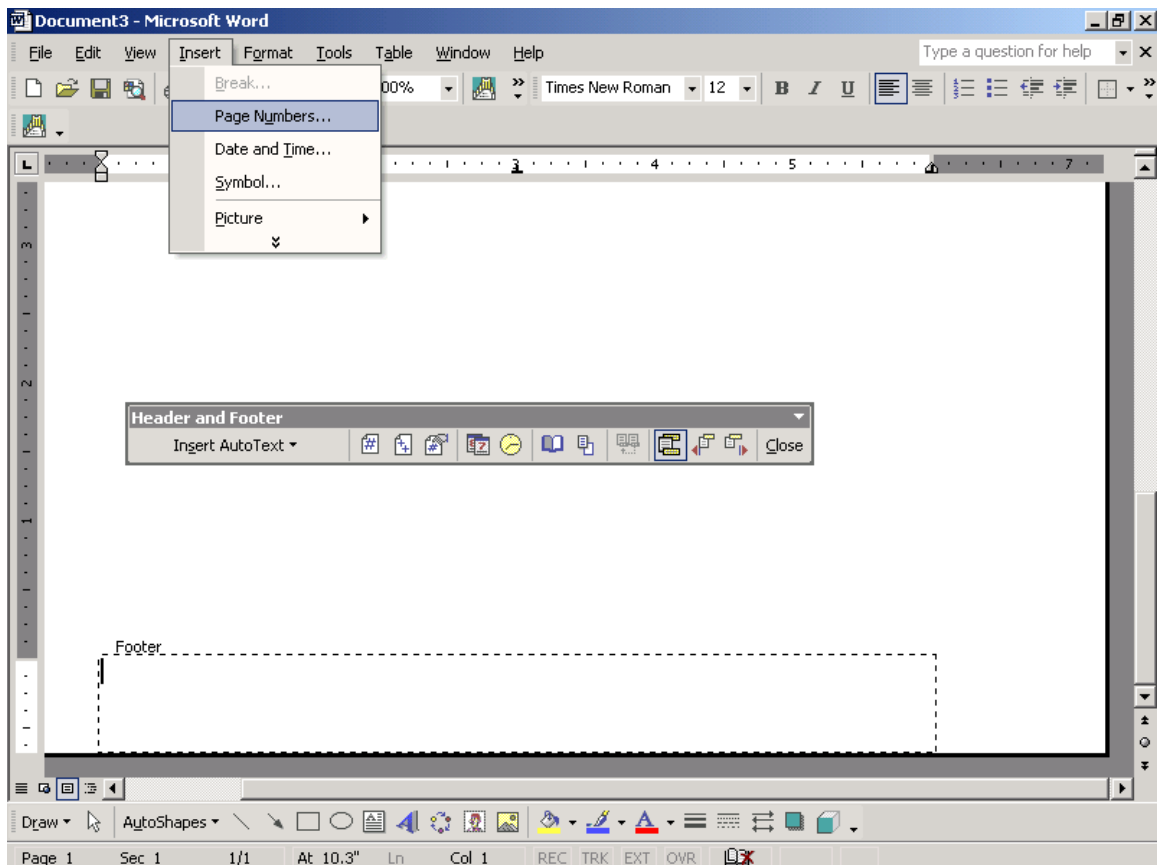
- d. Select the footer by clicking on the blue box highlighted in Diagram 3. This box switches between the header and footer.

Diagram 3.



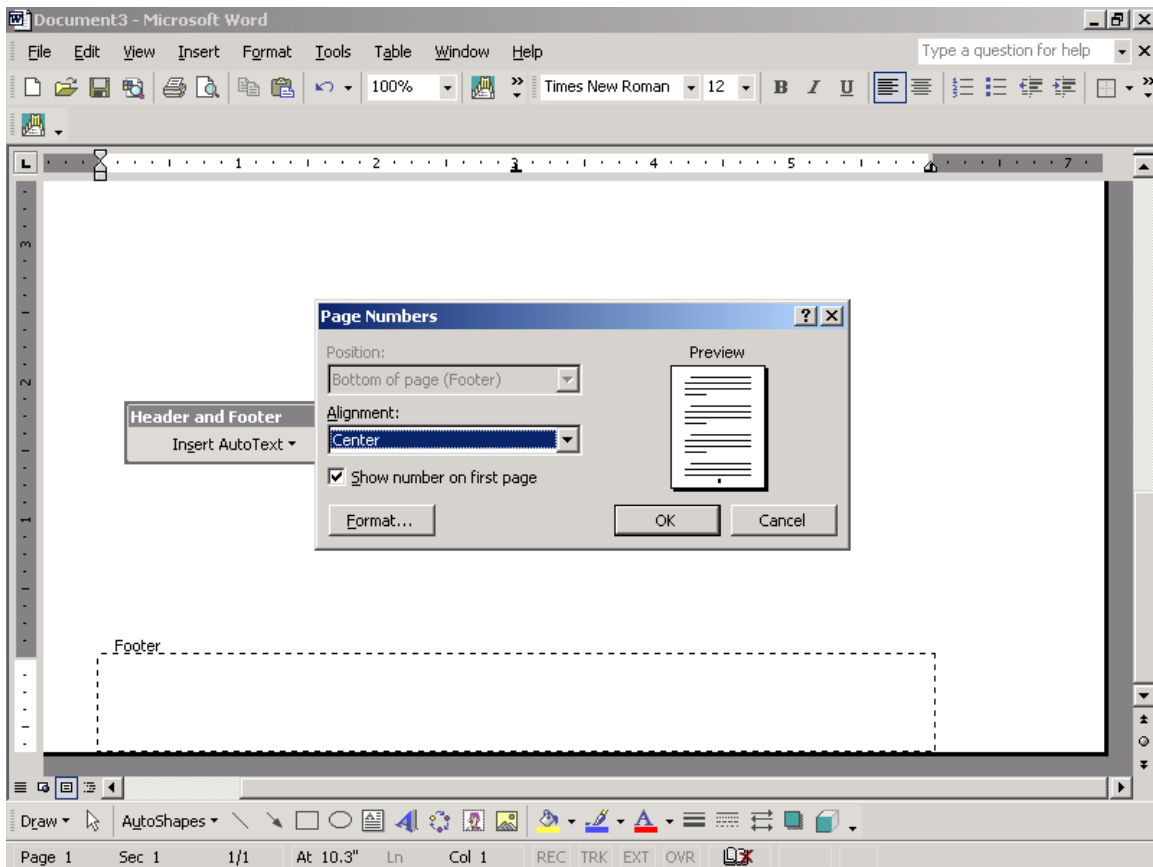
e. Select "Insert" and "page numbers"(Diagram 4).

Diagram 4.



f. Select "alignment center" and "ok" (Diagram 5). Close the header/footer toolbar.

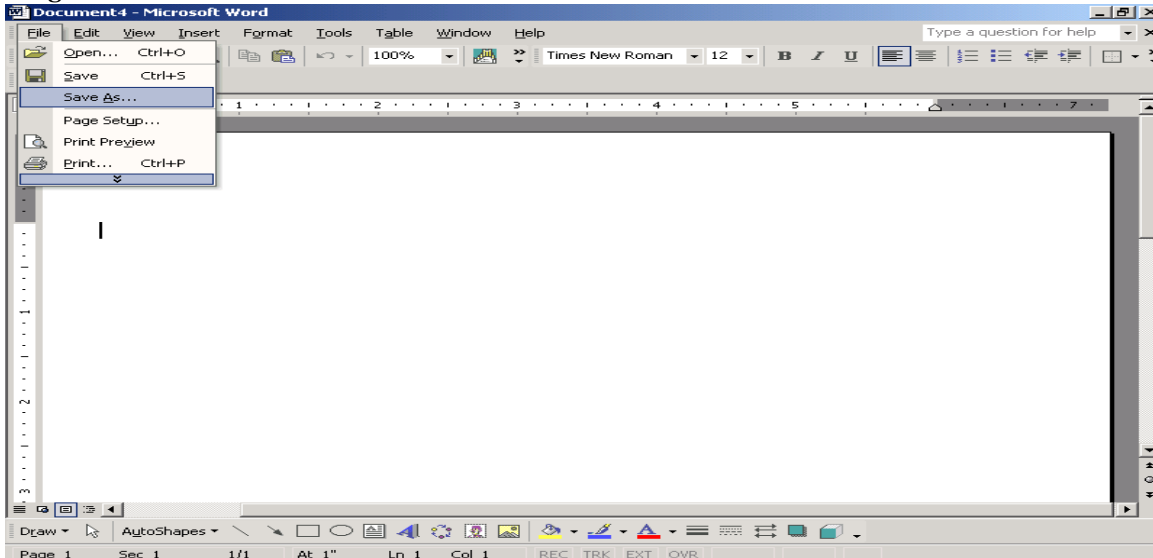
Diagram 5.



h. Select “file” and “save as” (*Diagram 6*). Give the document the name “exam.doc.” Save the document to a location where you can find it. **IMPORTANT: When the exam is printed, they will look for the file name “exam.doc” so it must have that name.**

i. Select “save.”

Diagram 6.



j. When you finish the exam save it to your hard drive of your computer. Copy it over to the diskette. To assure that there has been no problem in the copy process, open the diskette to review your exam. When satisfied the exam is complete, put the diskette into the exam envelope and return the envelope as instructed by the professor. The exam will be printed before submitted to the professor.