Office Skills

This is a test of your ability to use office-based IT tools according to a set of pre-defined rules. You will be presented with simple texts and tables that need to be formatted in order to transform Image A into Image B. For most of the questions, there are also some rules to follow when identifying the order of steps to be taken. There are a total of 30 questions in your second language that you will have to answer in 25 minutes. For each question you will be presented with five answer options.

Your task is to choose which of the five options is correct.

- Only one of the five options is correct for each question.
- You will need to work both quickly and accurately.
- If you are not sure of an answer then mark your best choice or leave it and return to it later.

**EXAMPLE**

Which actions are taken when changing image A into image B?

A. V, K  
B. T, M  
C. K, M, V  
D. W, T  
E. M, V

Correct reply is: A: V, K (change to bold text, increase text size).