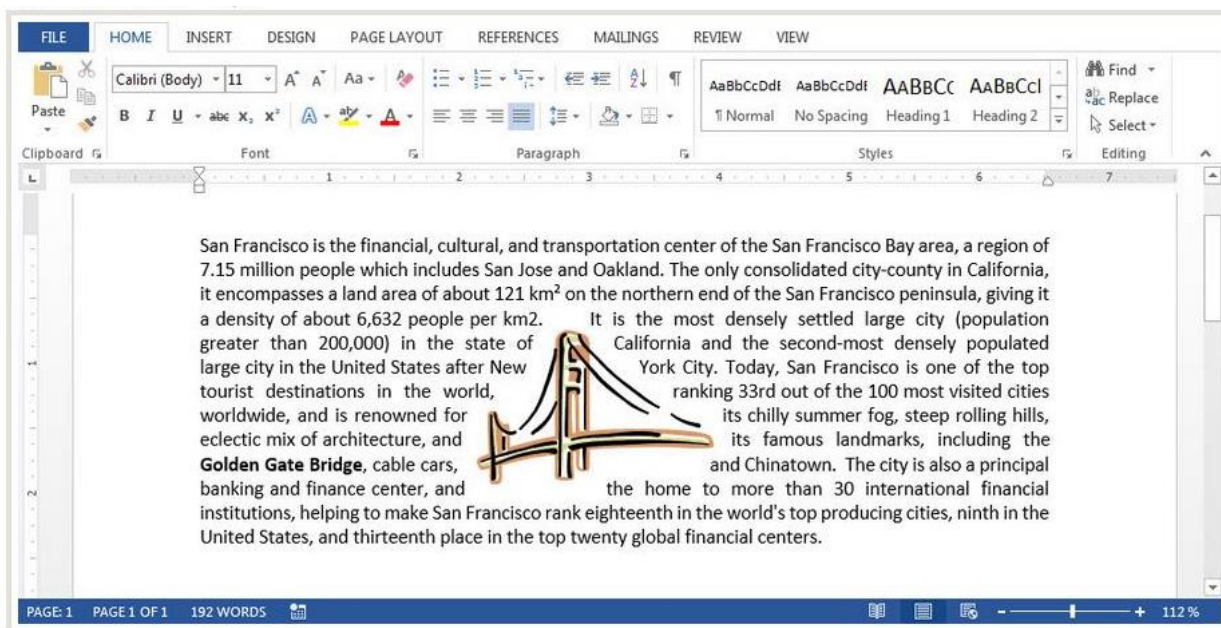


## MS WORD AND EXCEL TEST

The test is a computer based simulation to assess your skills in the preparation and/or processing of MS Word and Excel documents. It is a mix of practical and theoretical questions with multiple choice format (MCQ).

Please see below some examples:

### MS WORD

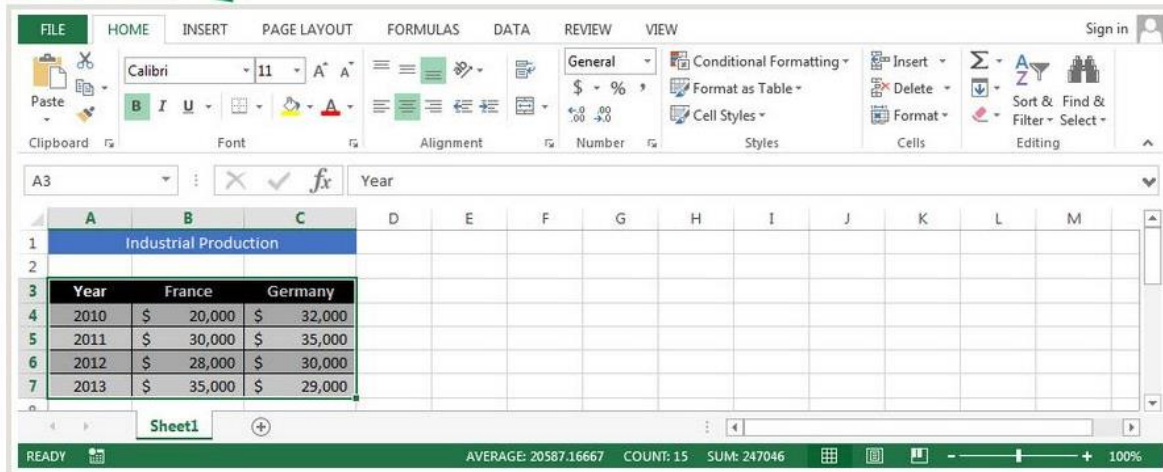


How was I able to make the text flow around the picture as above?

- I used the [Change Picture](#) tool.
- I used the [Send Backward](#) tool.
- I used the [Wrap Text](#) tool.
- I selected a quick style from the [picture styles gallery](#).
- I used the [Crop](#) tool.

Select one answer.

## MS EXCEL



The screenshot shows the Microsoft Excel interface with the following data table selected:

Year	France	Germany
2010	\$ 20,000	\$ 32,000
2011	\$ 30,000	\$ 35,000
2012	\$ 28,000	\$ 30,000
2013	\$ 35,000	\$ 29,000

I want to create a chart that shows industrial production by country and by year. What chart type can I use?

This question may have multiple correct answers – just select one.

- A stock chart.
- A stacked bar chart.
- A radar chart.
- A stacked column chart.
- A pie chart.

Select one answer.