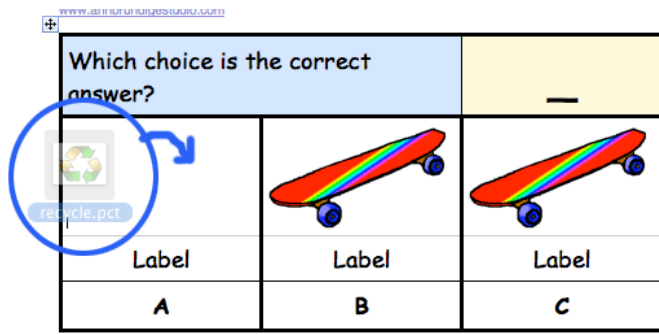


Multiple Choice Tests

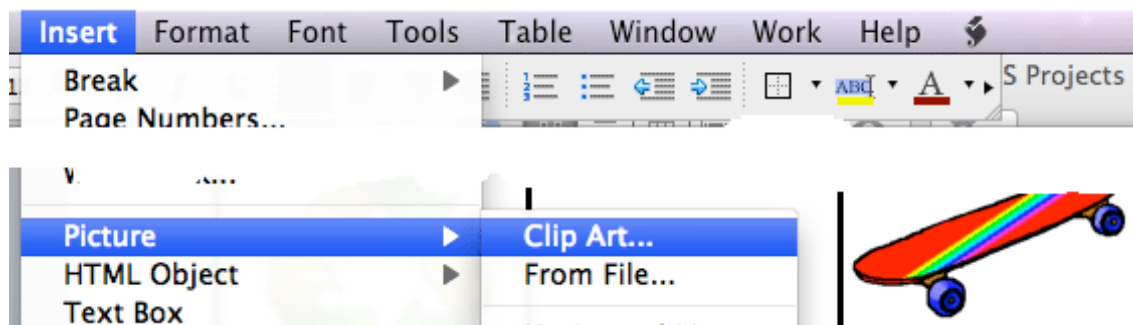
The zip file for the Word format tests includes templates for tests with three picture answer choices, and for tests with an illustration and four text answer choices. Also, you will find both these templates in Word 2003 (.dot) and Word 2007 (.dotx) versions.

Each question module in the templates is in the form of a table. The default graphics are placeholders. On the title page, replace the word "TITLE" with the subject or title of the test. Then enter your questions and answers into the question modules. If you want to construct a longer test, you could add pages and copy and paste in more question modules. If you construct a shorter test, delete extra tables and/or pages.




For the **3 Answer Choice Templates**, replace the sentence, "Which choice is the correct answer?" with your question for each module.



Replace the placeholder graphic with a correct answer graphic and two incorrect for each module. If you select a place holder graphic's cell, you can drag a piece of clip art into the cell to replace it. You can also use the **Insert**






menu to choose clip art or use a picture from a file. Replace the word




answer?		—
		
Label	Label	Label

"Label" with the caption for the answer, or optionally erase the word if you don't need a caption. The final result would have three different answer graphics.

A student would enter the correct letter in the blank beside the question if working on the computer, or could circle the correct answer off-computer.

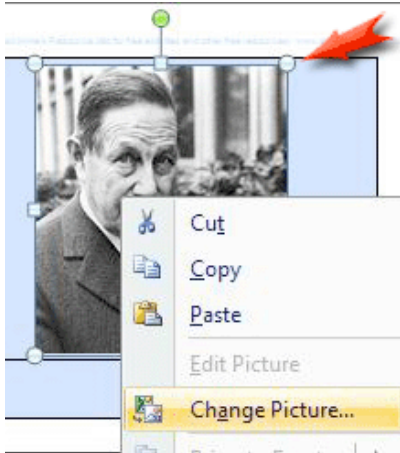
When I was working with the .dot format templates, if the clip art I chose was bigger than the placeholder graphic, sometimes it was initially resized automatically and looked too small. In this case, click to select the cell and drag the corner until the size looks right. The entire row might become taller in this case. I also needed to center the graphic sometimes.

answer?		—
		
Label	Label	Label
A	B	C

Which choice is the correct answer?		—
		
Label	Label	Label
A	B	C

It's possible that you might occasionally get an extraneous blank graphic, instead of the placeholder disappearing. If you see a big blank area, that is most likely the problem. Simply click on the blank area and delete the blank graphic.

The 4 Answer templates have a placeholder for an illustration, and a space for the question and four text answers in each module. Otherwise, they behave pretty much like the 3 Answer templates.



In the .dotx version of the templates, you can select the picture or pictures and then drag in a piece of clip art. But you also can select a placeholder graphic, right-click, and use the **Change Picture** option to switch to your illustration or, in the case of the 3 Answer template, to one of the answer choices.

It's important in adding your clip art or photo to these templates, whatever the method, that you be sure the placeholder graphic is selected before switching to your art.