

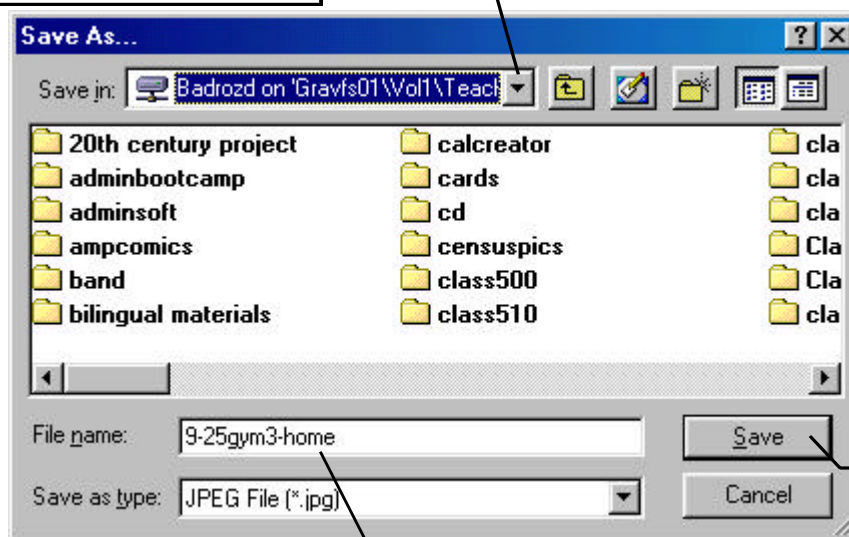
Create a Multiple Choice Test in Word – Supplemental Notes

Downloading images from the Internet (Netscape 4)

Once you find an image you like, take the following steps to download it.

1. Right click on the image.
2. In the menu that pops up, choose Save Image As

3. Use the drop down menu next to "Save In" to find your network drive, or whatever location you would like to save the image to.



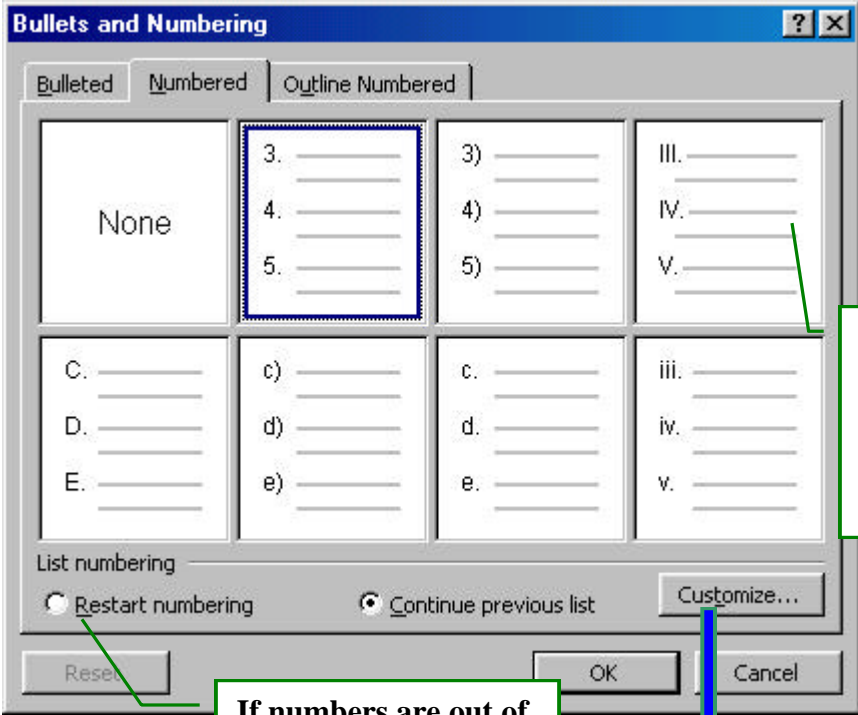
4. If necessary, change the file name so that it makes sense to you.

5. Click on "Save".

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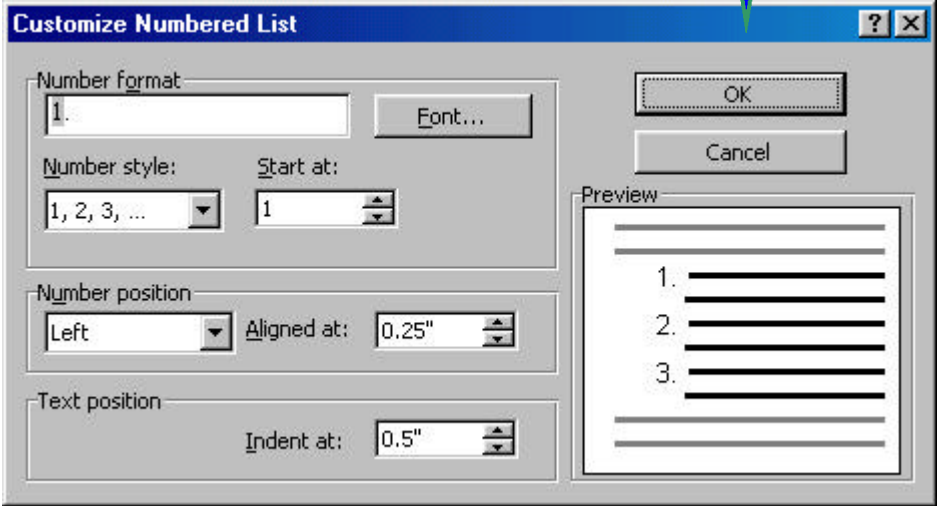
Numbering tricks

Format menu / Bullets and Numbering option



Choose from a variety of numbering styles and formats.

If numbers are out of order, you can Restart them.



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Various numbering examples using tables (remember to set the table Border to “None” in the Format / Borders and Shading area).

A. First answer	B. Second answer
C. Third answer	D. Fourth answer

Matching

_____ 1. protest singer	a. Michael Jackson
_____ 2. country singer	b. Roseanne Barr
_____ 3. pop singer	c. Mark Eitzel
_____ 4. bad singer	d. Bob Dylan
_____ 5. blues singer	e. Johnny Cash
_____ 6. rock singer	f. Etta James

[Additional Notes](#)