

## MyTest Word Documents

When you download a MyTest document in Microsoft Word format, each question is in a separate table. Just because you can't see the lines around the columns and rows doesn't mean they aren't there.

When you modify a MyTest Word document with either Microsoft Word 2003 or Microsoft Word 2007, the first step is to display gridlines so that you can see the table. The easiest way to do so is to **press Alt+A+G**.

What do you want to do?

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## Format or Edit MyTest Content

### What Do You Want to Do?

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- [Edit and Line Up Questions](#)
- [Edit and Line Up Answers](#)
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- [Re-Order, Renumber, and Line Up Answers](#)
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## Display Gridlines

In both Word 2003 and Word 2007, the easiest way to display gridlines is to open the MyTest document and press **Alt+A+G**.

_____	1.	<b>Which of these is the most accurate definition of the discipline of psychology?</b>
		a. the science of behavior
		b. the science of mental processes
		c. the science of behavior and mental processes
		d. the science of human behavior and mental processes
_____	2.	<b>In the definition of psychology, the term <i>mental processes</i> refers to _____.</b>
		a. internal, covert processes
		b. outward behavior
		c. overt actions and reactions
		d. only animal behavior

If you prefer, you can perform one of the following procedures instead:

### Word 2003

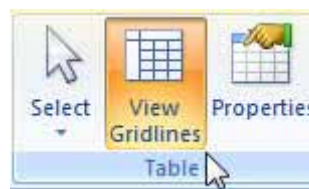
- Open the MyTest document.
- Select **Edit > Select All**.
- Select **Table > Show Gridlines**.

### Word 2007

- Open the MyTest document.
- Under **Table Tools**, click **Layout**.




- Click **View Gridlines** in the Table group.



- Press **Ctrl+S** to save the test.

### Notes:

- If at any time you don't get the result you expect, press **Alt+E+U**, select **Edit > Undo** (Word 2003), or click **Undo**  on the Word toolbar.
- When you print your MyTest, the gridlines do not appear in the printed version.

## Edit and Line Up Questions

1. Open the MyTest document.
2. Press **Alt+A+G** to display gridlines.
3. Click the question you want to edit.
4. Make your changes to the question. For example, select a word and replace it with a new one, as shown in this illustration:

Original


_____	1.	Which of these is the most accurate <b>definition</b> of the discipline of psychology?
		a. the science of behavior
		b. the science of mental processes
		c. the science of behavior and mental processes
		d. the science of human behavior and mental processes

Replacement

_____	1.	Which of these is the most accurate <b>description</b> of the discipline of psychology?
		a. the science of behavior
		b. the science of mental processes
		c. the science of behavior and mental processes
		d. the science of human behavior and mental processes

5. Press **Ctrl+S** to save the test.

### Notes:

- Because the questions are in a column in a table, the text stay lined up automatically.
- If at any time you don't get the result you expect, press **Alt+E+U**, select **Edit > Undo** (Word 2003), or click **Undo**  on the Word toolbar.
- When you print your MyTest, the gridlines do not appear in the printed version.

## Edit and Line Up Answers

1. Open the MyTest document.
2. Press **Alt+A+G** to display gridlines.
3. Click the answer you want to edit.
4. Make your changes to the answer. For example, insert a word, as shown in this illustration:

Original


	1.	Which of these is the most accurate definition of the discipline of psychology?
	a.	the science of behavior
	b.	the science of mental processes
	c.	the science of behavior and mental processes
	d.	the science of human behavior and mental processes

Inserted word

	1.	Which of these is the most accurate definition of the discipline of psychology?
	a.	the science of behavior
	b.	the science of mental processes
	c.	the science of animal behavior and mental processes
	d.	the science of human behavior and mental processes

6. Press **Ctrl+S** to save the test.

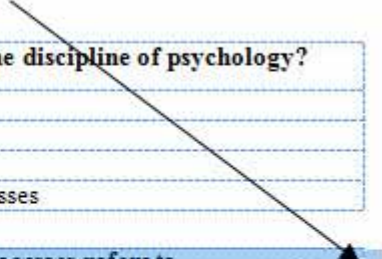
### Notes:

- Because the answers are in a column in a table, the text stay lined up automatically.
- If at any time you don't get the result you expect, press **Alt+E+U**, select **Edit > Undo** (Word 2003), or click **Undo**  on the Word toolbar.
- When you print your MyTest, the gridlines do not appear in the printed version.

## Re-order, Renumber, and Line Up Questions

1. Open the MyTest document.
2. Press **Alt+A+G** to display gridlines.
3. Drag your mouse to select the entire table that contains the question and answers you want to move. Make sure the rows are selected, not just the words, as indicated by the blue bars that appear at the end of the first two rows.

Blue bars appear at the end of the rows



_____	1.	<b>Which of these is the most accurate definition of the discipline of psychology?</b>
		a. the science of behavior
		b. the science of mental processes
		c. the science of behavior and mental processes
		d. the science of human behavior and mental processes

_____	2.	<b>In the definition of psychology, the term <i>mental processes</i> refers to _____.</b>
		a. internal covert processes
		b. outward behavior
		c. overt actions and reactions
		d. only animal behavior

_____	3.	<b>Which topic would NOT be investigated by a psychologist if the definition of psychology were limited to "the science of behavior"?</b>
		a. relation between grade-point average and salary
		b. thought processes students used while trying to answer this question
		c. how changes in the rate of television violence influence real-life violence
		d. effectiveness of several treatments for people who suffer from depression

4. Press **Ctrl+X** or do one of the following to copy and delete the question:

### Word 2003

- a. Select **Edit > Cut**.

### Word 2007

- a. Click  in the Clipboard group on the Home tab.

_____	1.	<b>Which of these is the most accurate definition of the discipline of psychology?</b>
		a. the science of behavior
		b. the science of mental processes
		c. the science of behavior and mental processes
		d. the science of human behavior and mental processes

_____	3.	<b>Which topic would NOT be investigated by a psychologist if the definition of psychology were limited to "the science of behavior"?</b>
		a. relation between grade-point average and salary
		b. thought processes students used while trying to answer this question
		c. how changes in the rate of television violence influence real-life violence
		d. effectiveness of several treatments for people who suffer from depression


5. Click the blank line above the question where you want to insert the question that you removed.
6. Press **Enter** key to insert two blank lines. You now have three blank lines.
7. Press the **left arrow (←)** key.
8. Press **Ctrl+V** or do one of the following to insert the deleted question in the new location:

**Word 2003**

- a. Select **Edit > Paste**.

**Word 2007**



- a. In Word 2007, click  in the Clipboard group on the Home tab.

9. Delete one of the blank lines below the question you just moved so the spacing is the same as between the other questions.

_____	2.	<b>In the definition of psychology, the term <i>mental processes</i> refers to _____.</b>
		a. internal, covert processes
		b. outward behavior
		c. overt actions and reactions
		d. only animal behavior

_____	1.	<b>Which of these is the most accurate definition of the discipline of psychology?</b>
		a. the science of behavior
		b. the science of mental processes
		c. the science of behavior and mental processes
		d. the science of human behavior and mental processes


_____	3.	<b>Which topic would NOT be investigated by a psychologist if the definition of psychology were limited to "the science of behavior"?</b>
		a. relation between grade-point average and salary
		b. thought processes students used while trying to answer this question
		c. how changes in the rate of television violence influence real-life violence
		d. effectiveness of several treatments for people who suffer from depression

10. Renumber the questions to match their new order by selecting each question's number and typing the new one. For example, select the number **2** in the preceding illustration and type the number **1**, and then select the number **1** in the preceding illustration and type the number **2** so the numbers are sequential. The result should look similar to this illustration:

_____	1.	In the definition of psychology, the term <i>mental processes</i> refers to _____ .
		a. internal, covert processes
		b. outward behavior
		c. overt actions and reactions
		d. only animal behavior
_____	2.	Which of these is the most accurate definition of the discipline of psychology?
		a. the science of behavior
		b. the science of mental processes
		c. the science of behavior and mental processes
		d. the science of human behavior and mental processes
_____	3.	Which topic would NOT be investigated by a psychologist if the definition of psychology were limited to "the science of behavior"?
		a. relation between grade-point average and salary
		b. thought processes students used while trying to answer this question
		c. how changes in the rate of television violence influence real-life violence
		d. effectiveness of several treatments for people who suffer from depression

11. Press **Ctrl+S** to save the test.

Notes:

- Because the questions are in a column in a table, the text stay lined up automatically.
- If at any time you don't get the result you expect, press **Alt+E+U**, select **Edit > Undo** (Word 2003), or click **Undo**  on the Word toolbar.
- When you print your MyTest, the gridlines do not appear in the printed version.



## Re-order, Renumber, and Line Up Answers

1. Open the MyTest document.
2. Press **Alt+A+G** to display gridlines.
3. Select the answer you want to move and the letter to its left.

*Note: Select only the cell with the answer in it and the cell with letter associated with that answer.*


_____	1.	<b>Which of these is the most accurate definition of the discipline of psychology?</b>
		a. the science of behavior
		b. the science of mental processes
		c. the science of behavior and mental processes
		d. the science of human behavior and mental processes

4. Press **Ctrl+X** or do one of the following to copy and delete the answer:

### Word 2003

- a. Select **Edit > Cut**.

### Word 2007

- b. Click  in the Clipboard group on the Home tab.

_____	1.	<b>Which of these is the most accurate definition of the discipline of psychology?</b>
		b. the science of mental processes
		c. the science of behavior and mental processes
		d. the science of human behavior and mental processes

5. Click the answer above which you want to insert the answer you just deleted.
6. Do one of the following to insert a blank answer row:

### Word 2003

- a. Select **Table > Insert > Rows Above**.

### Word 2007

- a. Click **Layout** under **Table Tools**.
- b. Click **Insert Above** in the Rows & Columns group.



_____	1.	Which of these is the most accurate definition of the discipline of psychology?
		b. the science of mental processes
		c. the science of behavior and mental processes
		d. the science of human behavior and mental processes

7. Press **Ctrl+V** or do one of the following to insert the deleted answer in the new location:

**Word 2003**

- a. Select **Edit > Paste**.

**Word 2007**



- a. In Word 2007, click **Paste** in the Clipboard group on the Home tab.

_____	1.	Which of these is the most accurate definition of the discipline of psychology?
		b. the science of mental processes
		a. the science of behavior
		c. the science of behavior and mental processes
		d. the science of human behavior and mental processes

8. Select the blank cells where the answer you moved and its associated letter originally appeared.

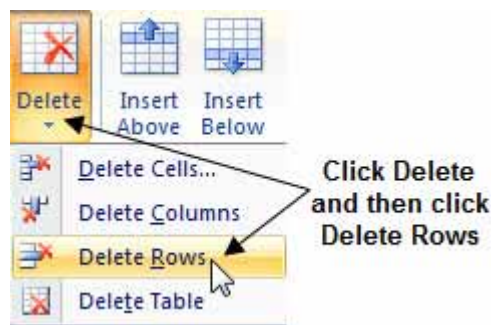
9. Do one of the following to delete the blank answer row:

**Word 2003**

- a. Select **Table > Delete > Rows**.

**Word 2007**

- a. Click **Layout** under **Table Tools**.
- b. Click **Delete** in the Rows & Columns group.
- c. Click **Delete Rows**.




_____	1.	Which of these is the most accurate definition of the discipline of psychology?
		b. the science of mental processes
		a. the science of behavior
		c. the science of behavior and mental processes
		d. the science of human behavior and mental processes

10. Change the letters, as needed, for the answers to match their new order by selected each question's letter and typing the new one. For example, select the letter **b** in the preceding illustration and type the letter **a**, then select the second instance of the letter **a** in the preceding illustration and type the letter **b** so the letters are sequential. The result should look similar to this illustration:

_____	1.	<b>Which of these is the most accurate definition of the discipline of psychology?</b>
	a.	the science of mental processes
	b.	the science of behavior
	c.	the science of behavior and mental processes
	d.	the science of human behavior and mental processes

11. Press **Ctrl+S** to save the test.

Notes:

- Because the answers are in a column in a table, the text stay lined up automatically.
- If at any time you don't get the result you expect, press **Alt+E+U**, select **Edit > Undo** (Word 2003), or click **Undo**  on the Word toolbar.
- When you print your MyTest, the gridlines do not appear in the printed version.

## Spell-check the Test

To spell-check a MyTest Word document, you first need to copy the text into a blank document in plain text format. You then spell-check the new document to identify any errors. Once you know what and where the errors are, you can correct them in your original document.

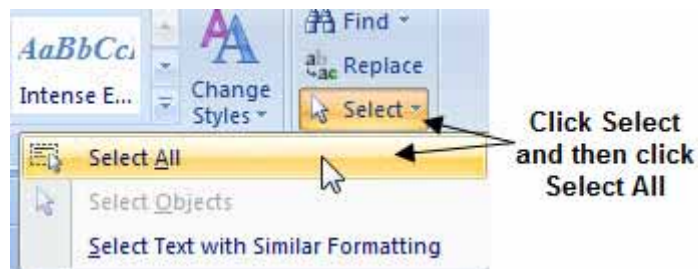
1. Open the MyTest document.
2. Press **Alt+A+G** to display gridlines.
12. Press **Alt+E+L** or do one of the following to select everything in the document:

### Word 2003

- a. Select **Edit > Select All**.

### Word 2007

- a. Click **Select** in the Editing group on the Home tab.
- b. Click **Select All**.



3. Press **Ctrl+C** or do one of the following to copy everything in the document:

### Word 2003

- a. Select **Edit > Copy**.

### Word 2007

- a. Click **Copy** in the Clipboard group on the Home tab.

4. In the blank document, press **Alt+E+S** or do one of the following to paste everything into the new document:

### Word 2003

- a. Select **Edit > Paste Special**.

### Word 2007

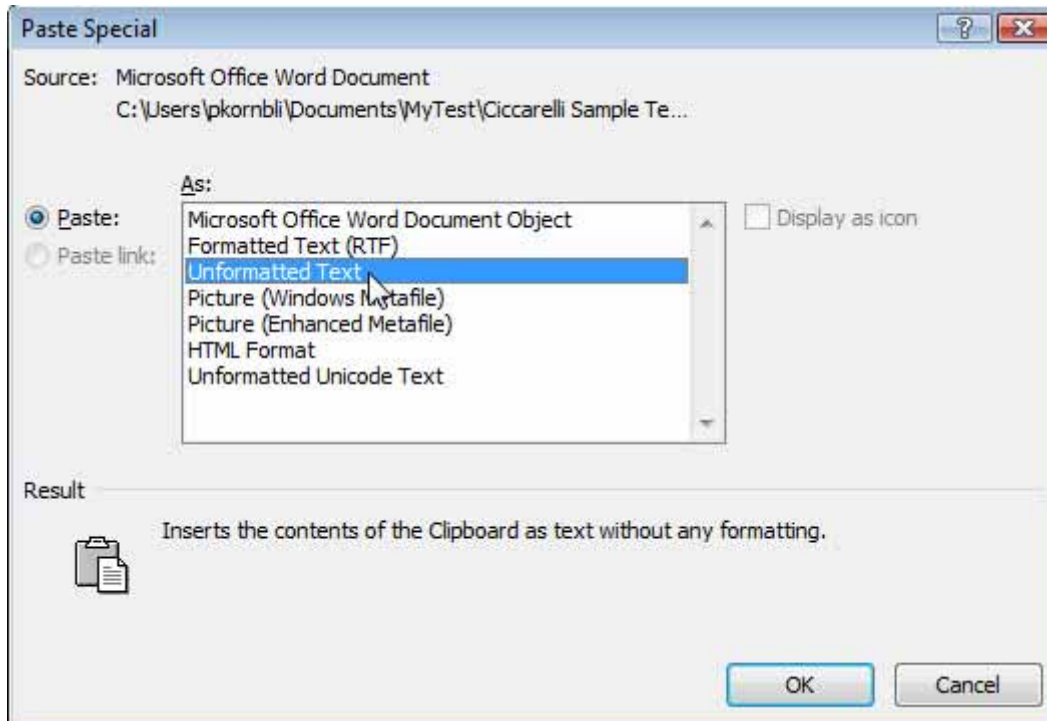
- a. Click **Paste** in the Clipboard group on the Home tab.

b. Click **Paste Special**.



5. Select **Unformatted Text**, and then click **OK**.

*Note: Do not select **Microsoft Office Word Document Object**.*




6. Press **Alt+T+S** or do one of the following to spell-check the test in the new document:

**Word 2003**

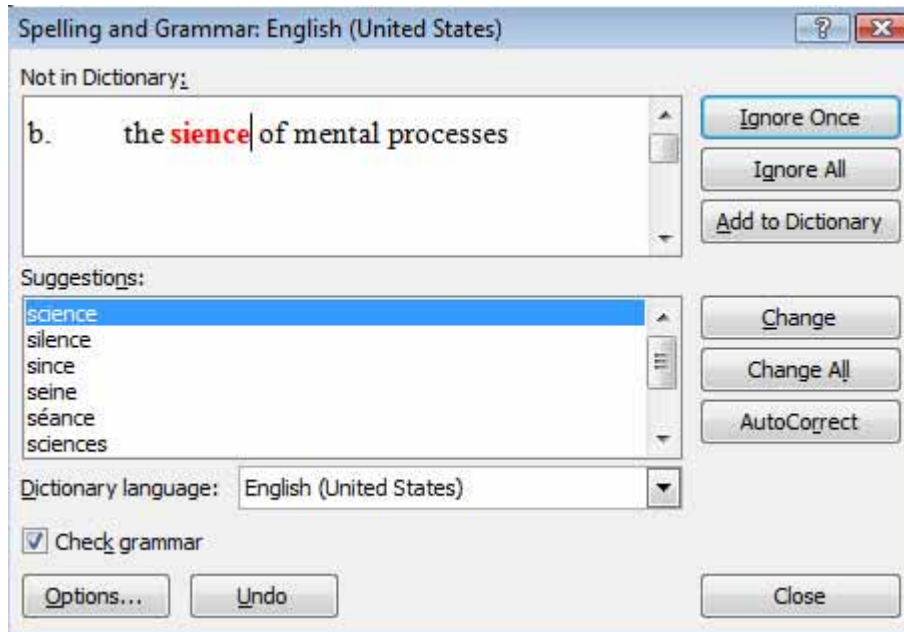
a. Select **Tools > Spelling and Grammar**.

**Word 2007**



a. Click  in the Proofing group on the Review tab.

- Review each suggested change in turn and decide which ones you want to make to the original MyTest Word document.




*Note: There is no need to actually make any changes to the new document because you will make them in the original one.*

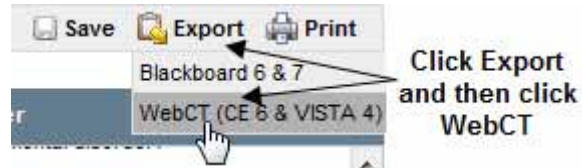
- Return to the original MyTest Word document and make the changes.
- Press **Ctrl+S** to save the test.

## Create a Respondus Test

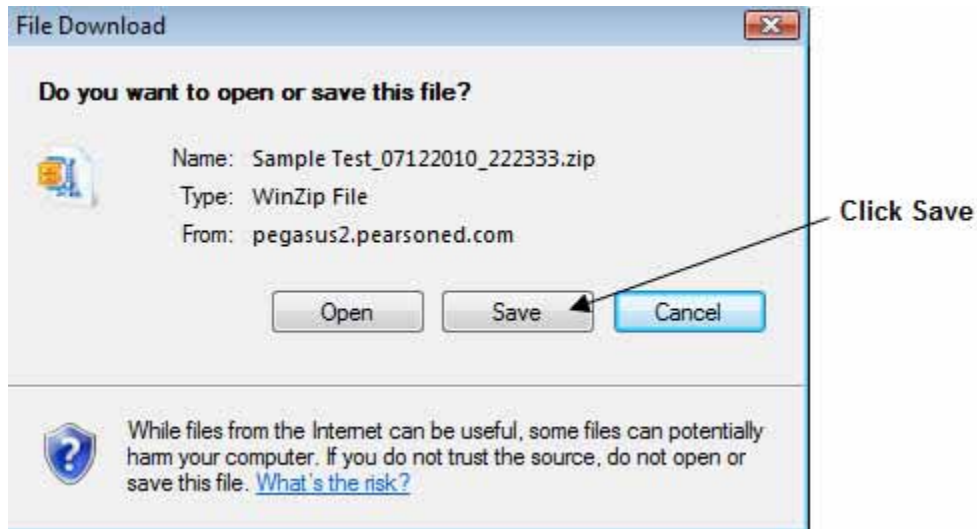
The easiest way to create a Respondus test is **not** from a MyTest Word document. Instead, you should export an assessment to the WebCT format directly in MyTest.

To create a Respondus test directly from MyTest:

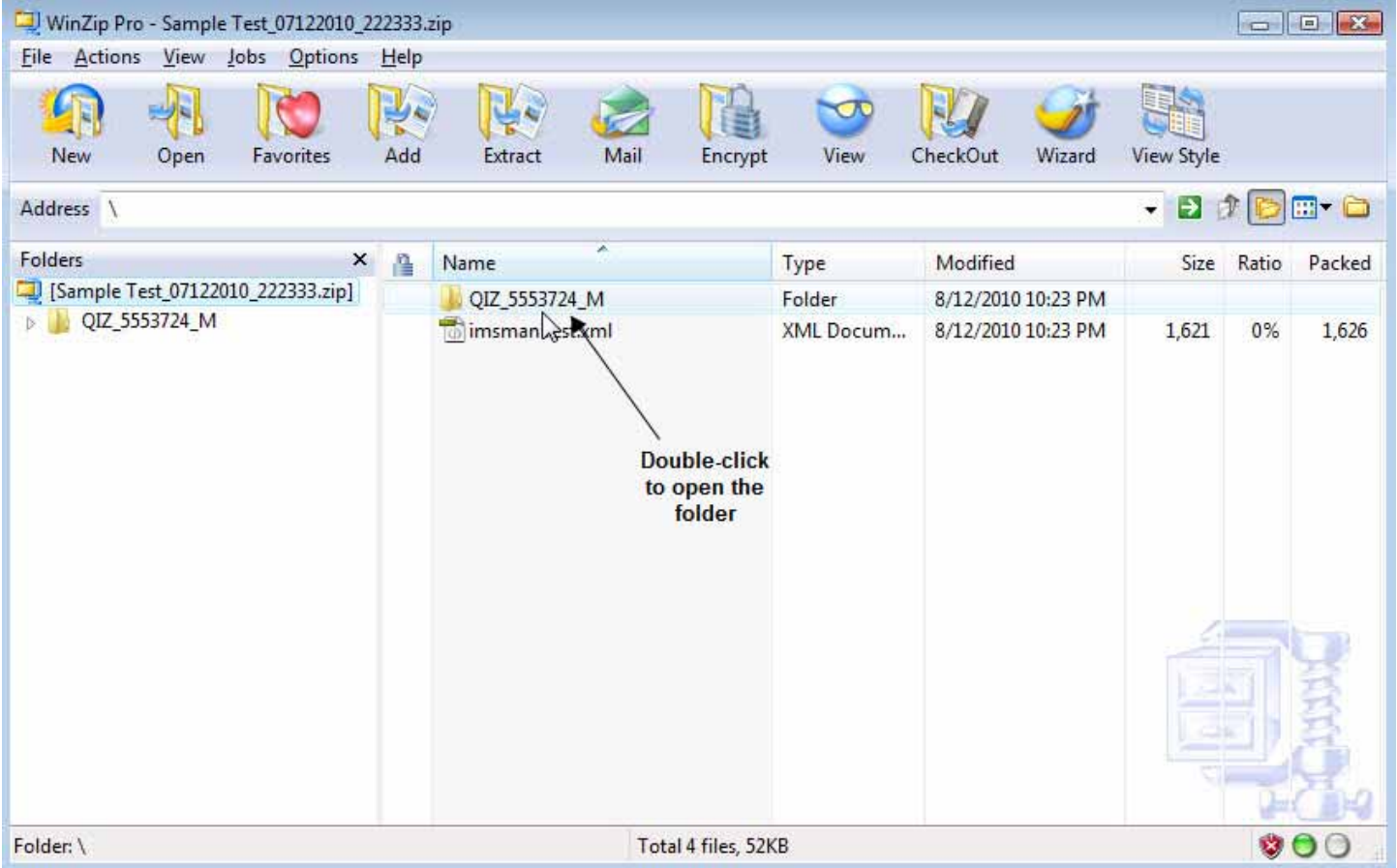
1. Open **MyTest**.
2. Open the MyTest assessment or pool of questions you want to export.
3. Click .
4. Select **WebCT (CE 6 & VISTA 4)**.



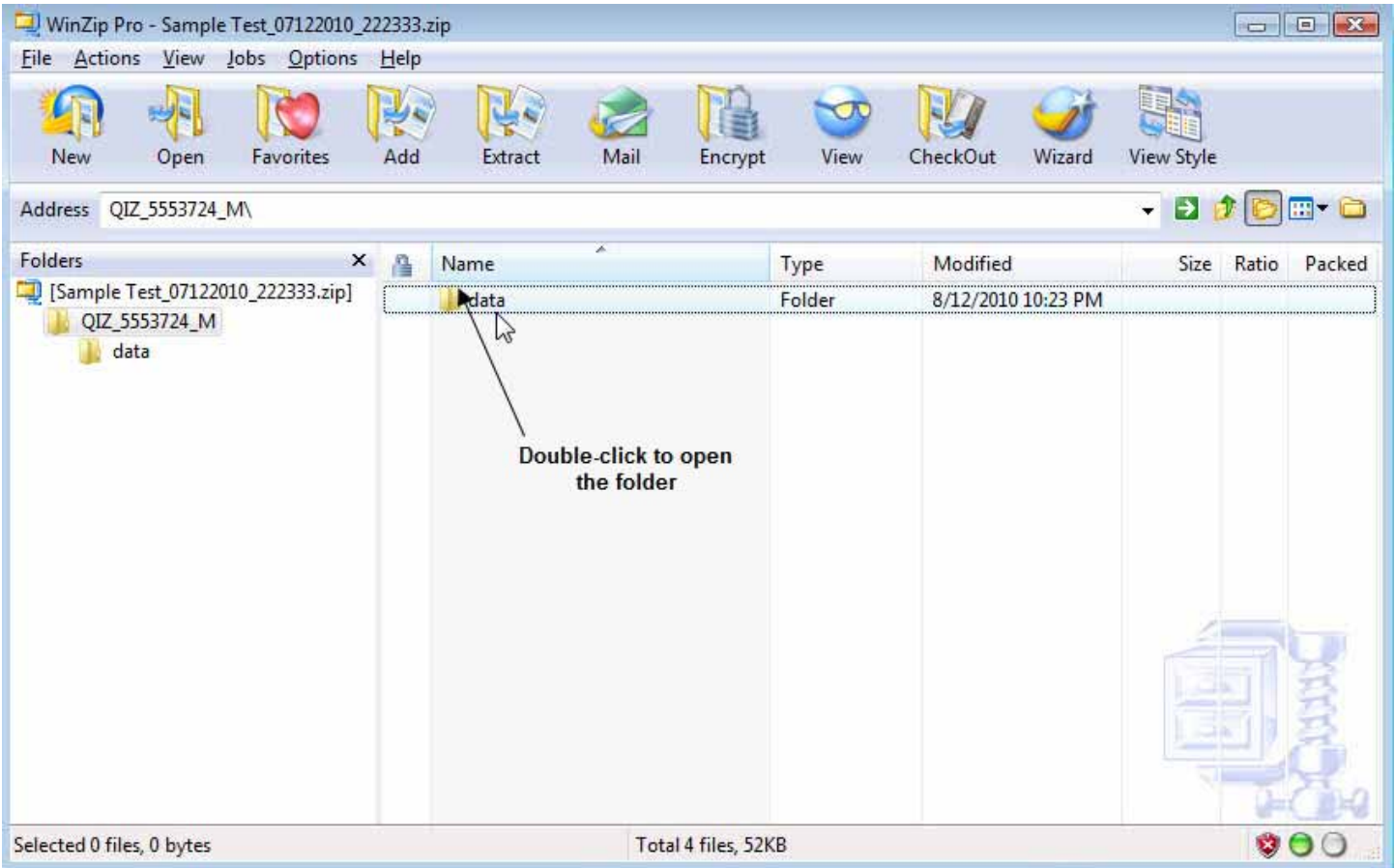
5. Click **Save**.



6. Locate and open the folder on your computer where you want to save the .zip file.
7. Click **Save**.
8. Click **Close**.
9. On your computer, find the .zip file you just exported.
10. Double-click the .zip file to open the file in WinZip or a similar application.
11. Double-click the folder by the same name within the folder.

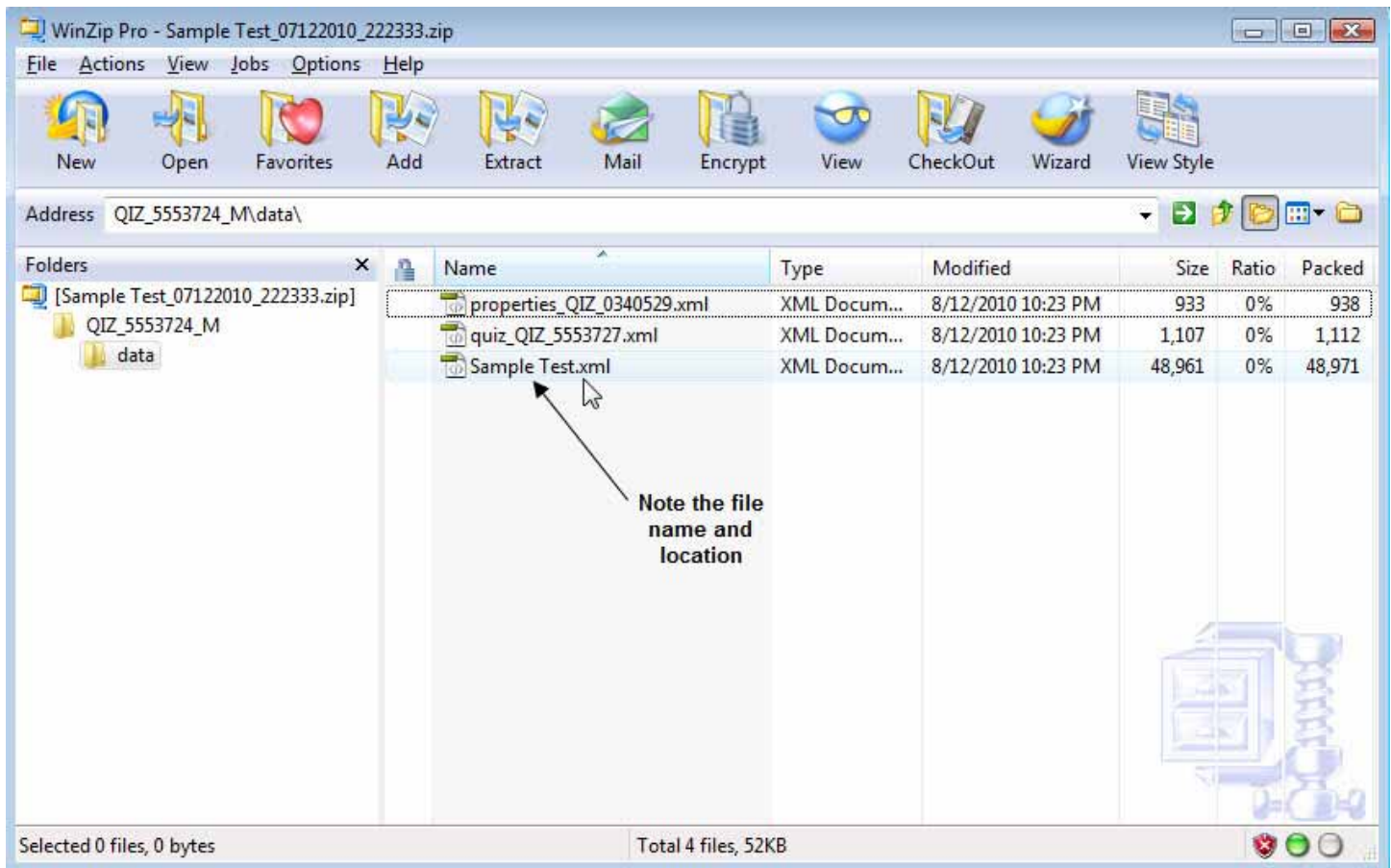


12. Double-click the **data** folder.





The zipped file contains four files. The file you want to import into Respondus is the largest file, which has the same name as your test. Note the name and location of the file.



13. Open **Respondus**.

14. Select **IMS QTI 1.1+** in the **Current Personality** list.

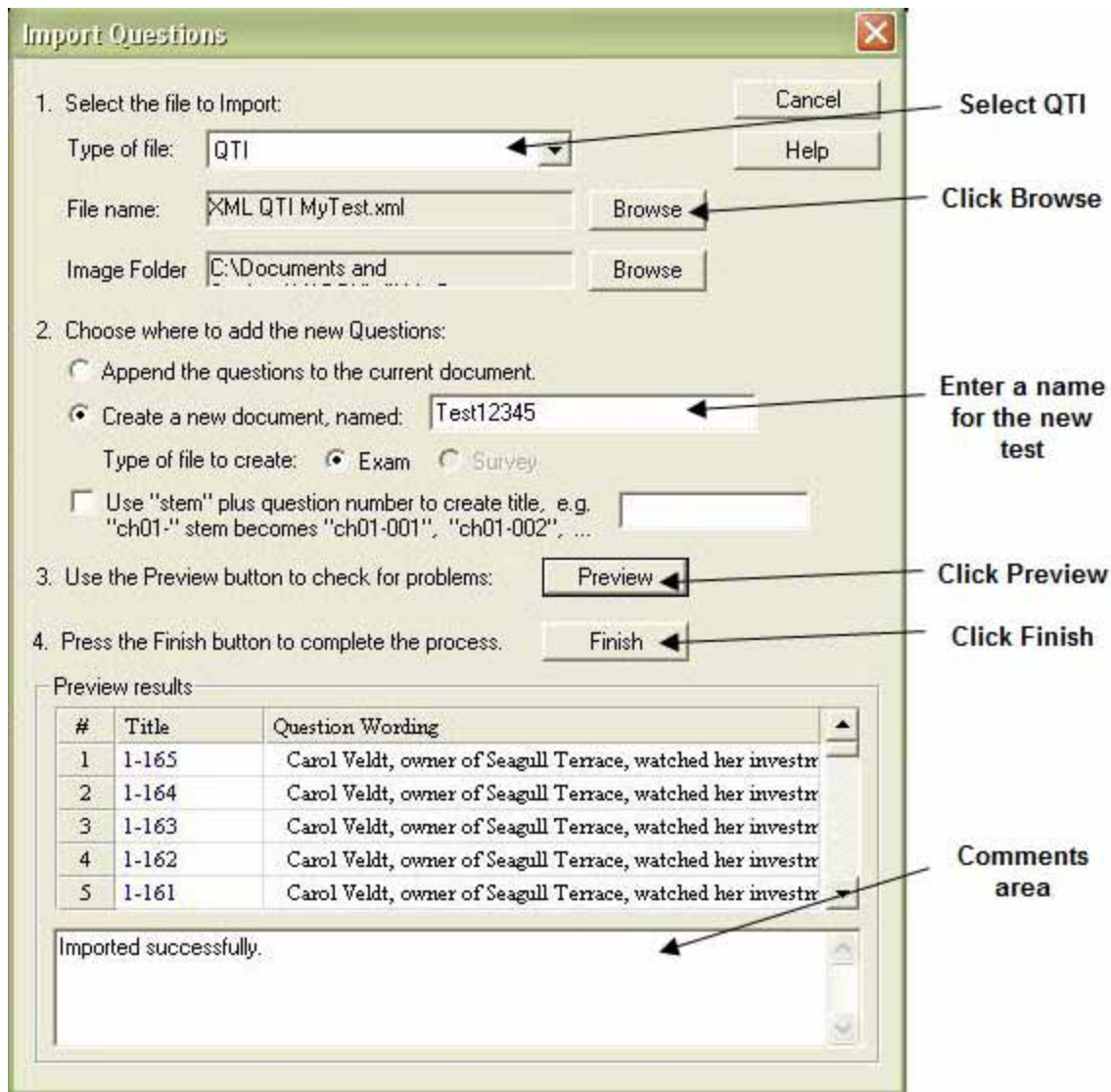
The screenshot shows the Respondus software interface. At the top, there is a title bar 'Respondus - Untitled' and a menu bar with 'File', 'Edit', 'View', and 'Help'. Below the menu bar is a toolbar with various icons. A navigation bar contains four buttons: 'Start', 'Edit', 'Settings', and 'Preview & Publish'. The 'Start' button is selected, and its corresponding sidebar is visible on the left. The sidebar has three sections: 'Introduction', 'Open or Create', and a large empty space. The 'Open or Create' section is active, displaying a list of options:

- Open or Create** (with a question mark icon)
- Current Personality:** A dropdown menu showing 'IMS QTI 1.1+'.
- Open** (with a window icon): Open a Respondus file.
- Create** (with a document icon): Create a new Respondus file.
- Exam Wizard** (with a star and arrow icon): The Respondus Exam Wizard is the quickest way to create an exam using an existing set of questions.
- Import Questions** (with a document and arrow icon): Import questions from a text file.
- Archive Wizard** (with a star and arrow icon): Create a Respondus archive file so that questions, media, and equations are stored as a single, compressed file.

Two arrows point from text labels on the right to the 'Current Personality' dropdown and the 'Import Questions' button. The labels are 'Current Personality list' and 'Import Questions'.

15. Click **Import Questions**.

16. Under **Select the file to Import**, select **QTI** in the **Type of File** list.



17. Click **Browse**. Locate and double-click the file you saved to your computer.

18. If this is your first import, select **Create a new document, named:** and enter a name for the file.

*Note: Select **Append the questions to the current document** only if you already opened the file.*

19. Click **Preview** to check for any problems. If there is any problem, a message that describes it will appear in the comments area.

20. Click **Finish**.

You can manipulate the questions or add more questions to the test using Respondus. You can also export the file from Respondus to another format of your choice.



## Add or Delete MyTest Content

### What Do You Want to Do?

- [Insert, Renumber, and Line Up Questions](#)
- [Insert, Renumber, and Line Up Answers](#)
- [Delete, Renumber, and Line Up Questions](#)
- [Delete, Renumber, and Line Up Answers](#)
- [Add the Date, Instructor Name, and Class Section](#)
- [Add a Place for the Student's Name](#)
- [Add a Header or Footer to the First Page Only](#)
- [Add an Introductory Paragraph or Instructions](#)

### Want to Know More?

- [Format or Edit MyTest Content](#)
- [Download, View, and Print all Help Topics](#)

## Insert and Renumber Questions

1. Open the MyTest document.
2. Press **Alt+A+G** to display gridlines.
3. Select any question and its answers. Make sure the rows are selected, not just the words, as indicated by the blue bars at the end of the first two rows.

Blue bars appear at the end of the rows


_____	1.	<b>Which of these is the most accurate definition of the discipline of psychology?</b>
		a. the science of behavior
		b. the science of mental processes
		c. the science of behavior and mental processes
		d. the science of human behavior and mental processes
_____	2.	<b>In the definition of psychology, the term <i>mental processes</i> refers to _____.</b>
		a. internal, covert processes
		b. outward behavior
		c. overt actions and reactions
		d. only animal behavior
_____	3.	<b>Which topic would NOT be investigated by a psychologist if the definition of psychology were limited to "the science of behavior"?</b>
		a. relation between grade-point average and salary
		b. thought processes students used while trying to answer this question
		c. how changes in the rate of television violence influence real-life violence
		d. effectiveness of several treatments for people who suffer from depression

4. Press **Ctrl+C** or do one of the following to copy the question:

### Word 2003

- b. Select **Edit > Copy**.

### Word 2007

- b. Click  in the Clipboard group on the Home tab.

5. Click the blank line above the question you want to appear after the new one.
6. Press the **Enter** key twice to insert two blank lines. You now have three blank lines.
7. Press the **left arrow (←)** key.
8. Press **Ctrl+V** or do one of the following to insert the question you copied in the new location:

### Word 2003

- b. Select **Edit > Paste**.

### Word 2007

- a. In Word 2007, click  in the Clipboard group on the Home tab.

9. Delete one of the blank lines below the question you just copied.

Copied question and answers

_____	1.	<b>Which of these is the most accurate definition of the discipline of psychology?</b>
		a. the science of behavior
		b. the science of mental processes
		c. the science of behavior and mental processes
		d. the science of human behavior and mental processes

_____	3.	<b>Which topic would NOT be investigated by a psychologist if the definition of psychology were limited to "the science of behavior"?</b>
		a. relation between grade-point average and salary
		b. thought processes students used while trying to answer this question
		c. how changes in the rate of television violence influence real-life violence
		d. effectiveness of several treatments for people who suffer from depression

_____	2.	<b>In the definition of psychology, the term <i>mental processes</i> refers to _____.</b>
		a. internal, covert processes
		b. outward behavior
		c. overt actions and reactions
		d. only animal behavior

_____	3.	<b>Which topic would NOT be investigated by a psychologist if the definition of psychology were limited to "the science of behavior"?</b>
		a. relation between grade-point average and salary
		b. thought processes students used while trying to answer this question
		c. how changes in the rate of television violence influence real-life violence
		d. effectiveness of several treatments for people who suffer from depression

10. Replace the existing question by typing the new question, and replace the existing answers with the new answers.

New question  
and answers


_____	1.	<b>Which of these is the most accurate definition of the discipline of psychology?</b>
		a. the science of behavior
		b. the science of mental processes
		c. the science of behavior and mental processes
		d. the science of human behavior and mental processes
_____	3.	<b>A teacher tells the school psychologist that Kate is late to class, does not turn in her homework, squirms around a lot in her seat, and swings her feet constantly. This is an example of which goal of psychology?</b>
		a. describing behavior
		b. explaining behavior
		c. predicting behavior
		d. controlling behavior
_____	2.	<b>In the definition of psychology, the term <i>mental processes</i> refers to _____.</b>
		a. internal, covert processes
		b. outward behavior
		c. overt actions and reactions
		d. only animal behavior
_____	3.	<b>Which topic would NOT be investigated by a psychologist if the definition of psychology were limited to "the science of behavior"?</b>
		a. relation between grade-point average and salary
		b. thought processes students used while trying to answer this question
		c. how changes in the rate of television violence influence real-life violence
		d. effectiveness of several treatments for people who suffer from depression

11. Renumber the questions to match their new order by selection each question's number and typing the new one. For example, select the number **3** in the preceding screenshot, type the number **2**, and then renumber the rest of the questions accordingly. The result should look similar to this illustration:

_____	1.	<b>Which of these is the most accurate definition of the discipline of psychology?</b>
		a. the science of behavior
		b. the science of mental processes
		c. the science of behavior and mental processes
		d. the science of human behavior and mental processes
_____	2.	<b>A teacher tells the school psychologist that Kate is late to class, does not turn in her homework, squirms around a lot in her seat, and swings her feet constantly. This is an example of which goal of psychology?</b>
		a. describing behavior
		b. explaining behavior
		c. predicting behavior
		d. controlling behavior
_____	3.	<b>In the definition of psychology, the term <i>mental processes</i> refers to _____.</b>
		a. internal, covert processes
		b. outward behavior
		c. overt actions and reactions
		d. only animal behavior
_____	4.	<b>Which topic would NOT be investigated by a psychologist if the definition of psychology were limited to "the science of behavior"?</b>
		a. relation between grade-point average and salary
		b. thought processes students used while trying to answer this question
		c. how changes in the rate of television violence influence real-life violence
		d. effectiveness of several treatments for people who suffer from depression

12. Press **Ctrl+S** to save the test.

Notes:

- To insert multiple questions, repeat this procedure as needed.
- Because the answers are in a column in a table, the text stay lined up automatically.
- If at any time you don't get the result you expect, press **Alt+E+U**, select **Edit > Undo** (Word 2003), or click **Undo**  on the Word toolbar.
- When you print your MyTest, the gridlines do not appear in the printed version.



## Insert and Renumber Answers

1. Open the MyTest document.
2. Press **Alt+A+G** to display gridlines.
3. Click the answer that you want to appear after the new answer.

Clicked answer

_____	4.	<p>You are at a basketball game and the arena is packed; the crowd is evenly split between fans of the two teams. At one point, the referee makes a call. Half of the fans yell insults; the other half of the fans shout their approval. The event reminds you of the topic of today's lecture in psychology class. What was the likely topic of the lecture?</p> <p>a. bias</p> <p>b. experiments</p> <p>c. psychoanalysis</p> <p>d. extraneous variables</p>

4. Do one of the following to insert a blank answer row:

### Word 2003

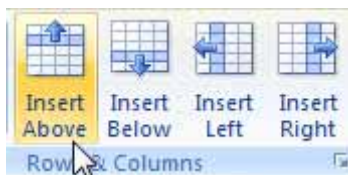
- a. Select **Table > Insert > Rows Above**.

### Word 2007

- a. Click **Layout** under **Table Tools**.



- b. Click **Insert Above** in the Rows & Columns group.



Inserted answer line

_____	4.	<p>You are at a basketball game and the arena is packed; the crowd is evenly split between fans of the two teams. At one point, the referee makes a call. Half of the fans yell insults; the other half of the fans shout their approval. The event reminds you of the topic of today's lecture in psychology class. What was the likely topic of the lecture?</p> <p>a. bias</p> <p>b. experiments</p> <p>c. psychoanalysis</p> <p>d. extraneous variables</p>

5. Type the new answer in the blank table cell.

New answer


_____	4.	You are at a basketball game and the arena is packed; the crowd is evenly split between fans of the two teams. At one point, the referee makes a call. Half of the fans yell insults; the other half of the fans shout their approval. The event reminds you of the topic of today's lecture in psychology class. What was the likely topic of the lecture?
		a. bias
		b. classical conditioning
		c. experiments
		d. psychoanalysis
		e. extraneous variables

6. Insert and change the letters, as needed, for the answers to match their new order by selecting each question's letter and typing the new one. For example, type **b.** in the cell to the left of the new answer and replace **b**, **c**, and **d** with **c**, **d**, and **e**, respectively. The result should look similar to this illustration:

_____	4.	You are at a basketball game and the arena is packed; the crowd is evenly split between fans of the two teams. At one point, the referee makes a call. Half of the fans yell insults; the other half of the fans shout their approval. The event reminds you of the topic of today's lecture in psychology class. What was the likely topic of the lecture?
		a. bias
		b. classical conditioning
		c. experiments
		d. psychoanalysis
		e. extraneous variables

7. Press **Ctrl+S** to save the test.

Notes:

- To insert multiple answers, repeat this procedure as needed.
- Because the answers are in a column in a table, the text stay lined up automatically.
- If at any time you don't get the result you expect, press **Alt+E+U**, select **Edit > Undo** (Word 2003), or click **Undo**  on the Word toolbar.
- When you print your MyTest, the gridlines do not appear in the printed version.

## Delete and Renumber Questions

1. Open the MyTest document.
2. Press **Alt+A+G** to display gridlines.
3. Select the question you want to delete and its answers. Make sure the rows are selected, not just the words, as indicated by the blue bars at the end of the first two rows.

Blue bars appear at the end of the rows

_____	5.	The goals of psychology are to _____.
		a. explore the conscious and unconscious functions of the human mind
		b. understand, compare, and analyze human behavior
		c. improve psychological well-being in all individuals from birth until death
		d. describe, explain, predict, and control behavior
_____	6.	Mei was sent to the school psychologist to be tested. Based on her IQ scores it was decided that she would do well in the gifted child program. This is an example of which goal of psychology?
		a. describing behavior
		b. explaining behavior
		c. predicting behavior
		d. controlling behavior
_____	7.	A psychologist is interested in finding out why identical twins have different personalities. This psychologist is most interested in the goal of _____.
		a. description
		b. explanation
		c. prediction
		d. control

4. Press **Ctrl+X** or do one of the following to delete the question:

### Word 2003

- a. **Table > Delete > Table.**

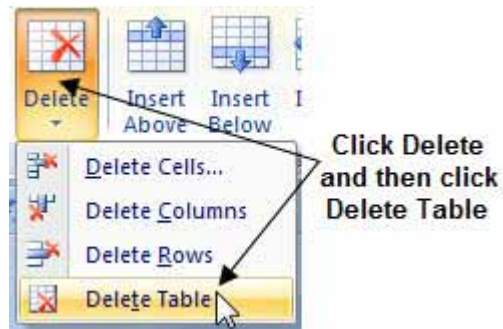
### Word 2007

- a. Open the MyTest document.
- b. Under **Table Tools**, click **Layout**.



- c. Click **Delete** in Rows & Columns group.

d. Click **Delete Table**.



_____	5.	<b>The goals of psychology are to _____.</b>
		a. explore the conscious and unconscious functions of the human mind
		b. understand, compare, and analyze human behavior
		c. improve psychological well-being in all individuals from birth until death
		d. describe, explain, predict, and control behavior

_____	7.	<b>A psychologist is interested in finding out why identical twins have different personalities. This psychologist is most interested in the goal of _____.</b>
		a. description
		b. explanation
		c. prediction
		d. control


5. If there is an extra blank line where the deleted question used to be, delete it.

6. Renumber the questions as needed by selecting each question's number and typing the new one. For example, select the number **3** in the preceding illustration, type the number **2**, and repeat until the test is numbered correctly. The result should look similar to this illustration:

_____	5.	<b>The goals of psychology are to _____.</b>
		a. explore the conscious and unconscious functions of the human mind
		b. understand, compare, and analyze human behavior
		c. improve psychological well-being in all individuals from birth until death
		d. describe, explain, predict, and control behavior
_____	6.	<b>A psychologist is interested in finding out why identical twins have different personalities. This psychologist is most interested in the goal of _____.</b>
		a. description
		b. explanation
		c. prediction
		d. control
_____	7.	<b>A teacher tells the school psychologist that Kate is late to class, does not turn in her homework, squirms around a lot in her seat, and swings her feet constantly. This is an example of which goal of psychology?</b>
		a. describing behavior
		b. explaining behavior
		c. predicting behavior
		d. controlling behavior

7. Press **Ctrl+S** to save the test.

**Notes:**

- If the questions you want to delete are sequential, select all of them in step 3. To delete multiple questions that are not sequential, repeat the entire procedure as needed.
- Because the questions are in a table, they stay lined up automatically.
- If at any time you don't get the result you expect, press **Alt+E+U**, select **Edit > Undo** (Word 2003), or click **Undo**  on the Word toolbar.
- When you print your MyTest, the gridlines do not appear in the printed version.

## Delete and Renumber Answers

1. Open the MyTest document.
2. Press **Alt+A+G** to display gridlines.
3. Select the answer you want to delete.

_____	10.	In 1879, in Leipzig, Germany, the first psychological laboratory was developed by _____.
		a. William James
		b. William Tell
		c. Wilhelm Wundt
		d. Sigmund Freud

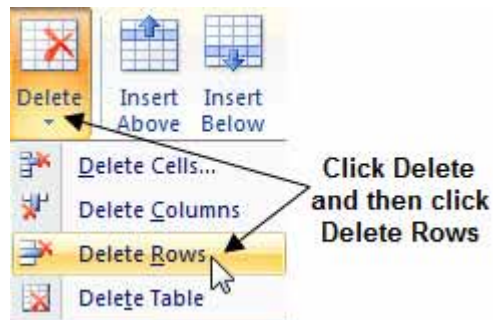
4. Press **Ctrl+X** or do one of the following to delete the answer:

### Word 2003

- a. Select **Table > Delete > Rows**.

### Word 2007

- a. Click **Layout** under **Table Tools**.
- b. Click **Delete** in the Rows & Columns group.
- c. Click **Delete Rows**.




_____	10.	In 1879, in Leipzig, Germany, the first psychological laboratory was developed by _____.
		a. William James
		c. Wilhelm Wundt
		d. Sigmund Freud

5. Change the letters, as needed, for the answers to match their new order by selecting each question's letter and typing the new one. For example, select the letter **c** in the preceding illustration and type the letter **b**, then select the letter **d** in the preceding illustration and type the letter **c**. The result should look similar to this illustration:

_____	10.	In 1879, in Leipzig, Germany, the first psychological laboratory was developed by _____.
	a.	William James
	b.	Wilhelm Wundt
	c.	Sigmund Freud

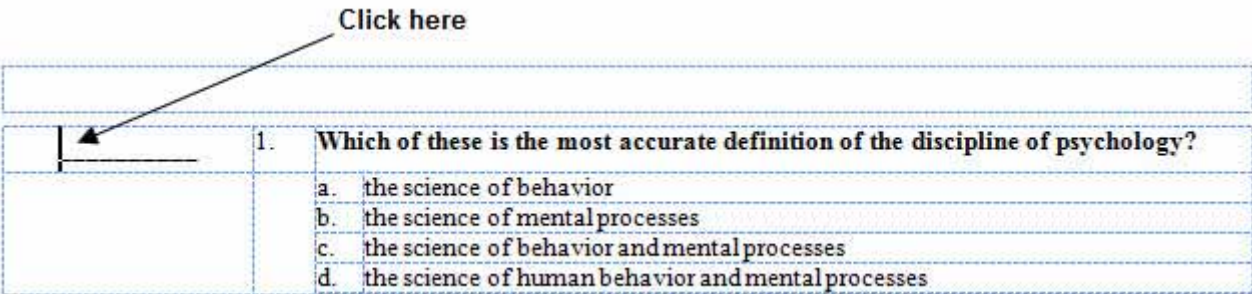
6. Press **Ctrl+S** to save the test.

*Notes:*

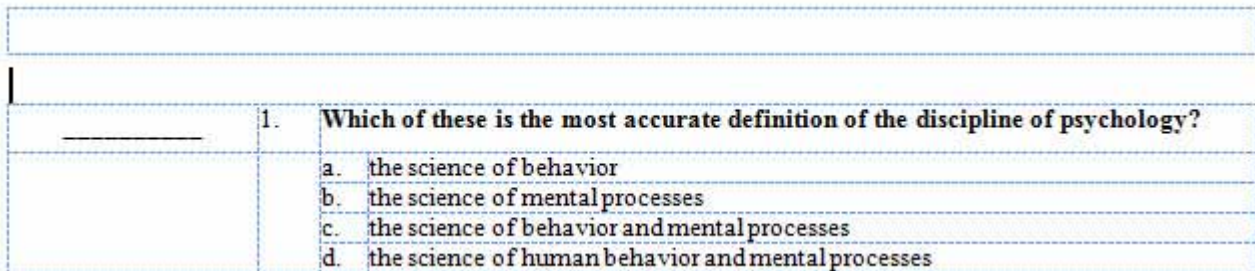
- *If the answers you want to delete are sequential, select all of them in step 3. To delete multiple answers that are not sequential, repeat the entire procedure as needed.*
- *Because the answers are in a table, they stay lined up automatically.*
- *If at any time you don't get the result you expect, press **Alt+E+U**, select **Edit > Undo** (Word 2003), or click **Undo**  on the Word toolbar.*
- *When you print your MyTest, the gridlines do not appear in the printed version.*

## Add the Date, Instructor's Name, and Class Section

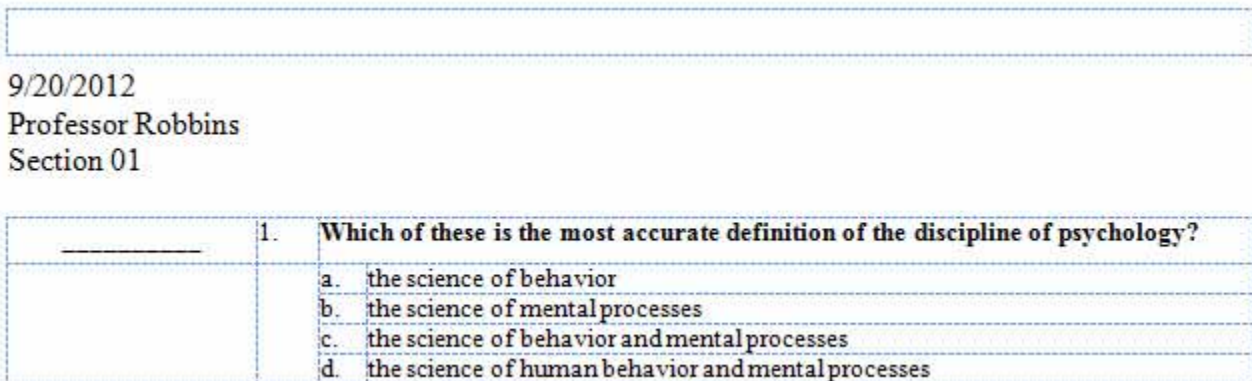
1. Open the MyTest document.
2. Press **Alt+A+G** to display gridlines.
3. Click just in front of the line to the left of the first question on the test.



4. Press **Enter** to insert a blank line above the first question.




5. Type the date, your name, and the class section ID.



6. Press **Ctrl+S** to save the test.

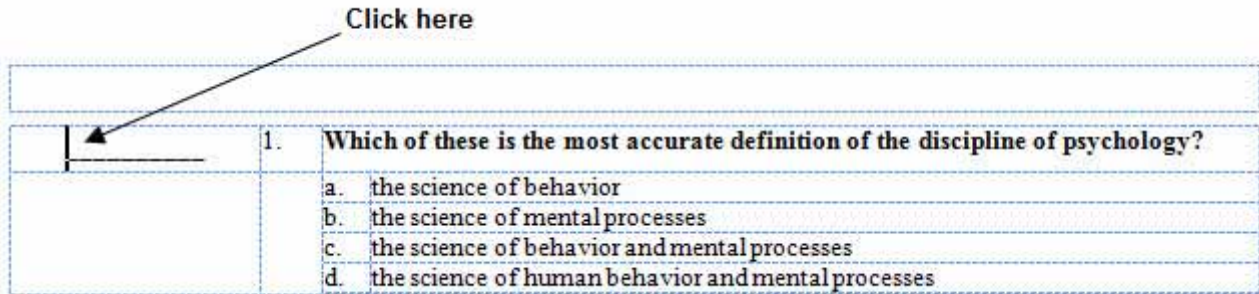
### Notes:

- If at any time you don't get the result you expect, press **Alt+E+U**, select **Edit > Undo** (Word 2003), or click **Undo**  on the Word toolbar.
- When you print your MyTest, the gridlines do not appear in the printed version.

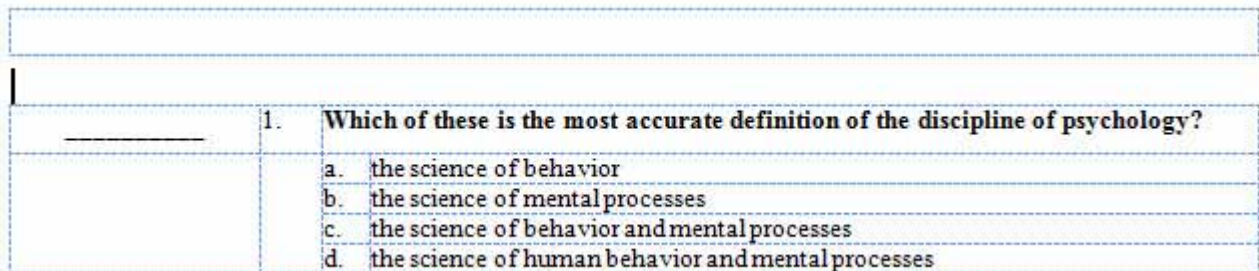


## Add a Place for the Student's Name

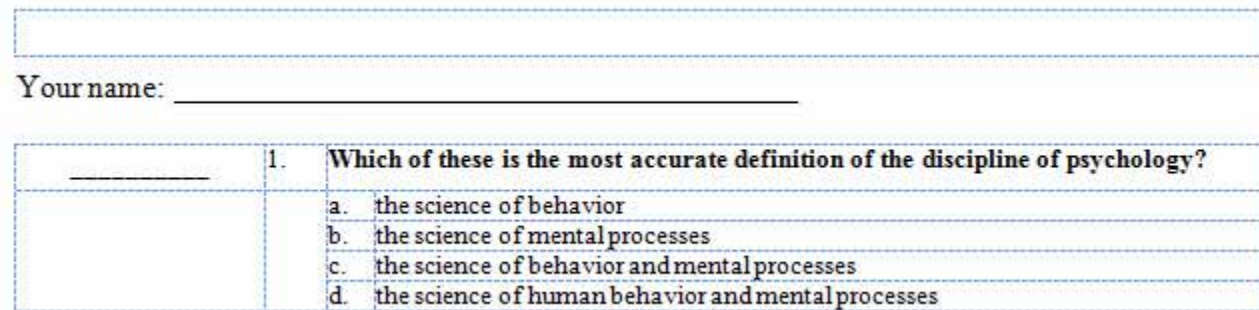
1. Open the MyTest document.
2. Press **Alt+A+G** to display gridlines.
3. Click just in front of the line to the left of the first question on the test.



4. Press **Enter** to insert a blank line above the first question.




5. Type **Your name** (or something similar) followed by a colon (:) or a blank line, and press **Enter**.



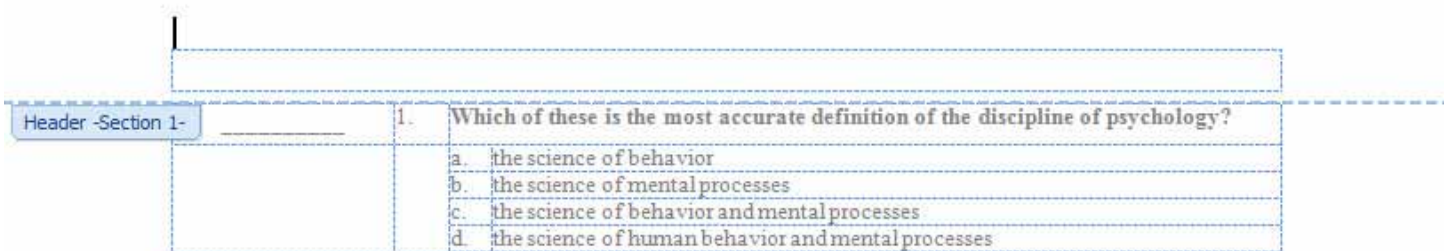
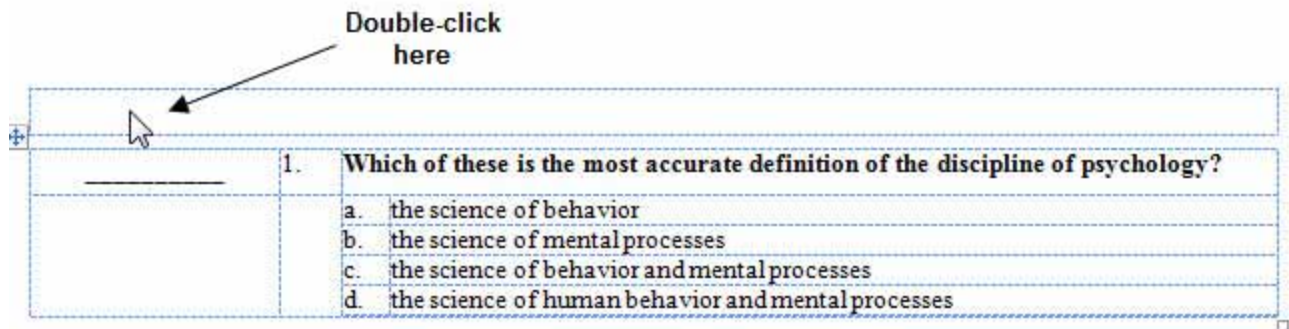
6. Press **Ctrl+S** to save the test.

### Notes:

- If at any time you don't get the result you expect, press **Alt+E+U**, select **Edit > Undo** (Word 2003), or click **Undo**  on the Word toolbar.
- When you print your MyTest, the gridlines do not appear in the printed version.

## Add a Header or Footer to the First Page Only

1. Open the MyTest document.
2. Press **Alt+A+G** to display gridlines.
3. Do one of the following:
  - To add a header, double-click the blank area at the top of the first page. A label that says "Header -Section 1-" appears.



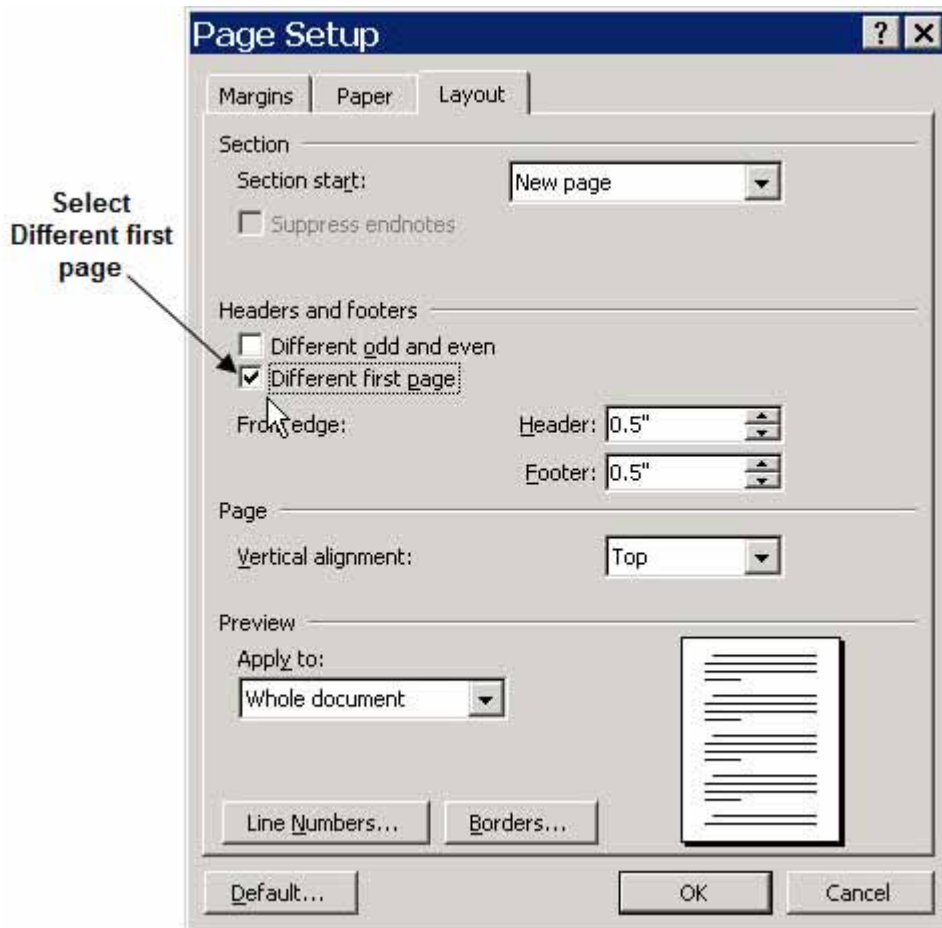
- To add a footer, double-click the blank area at the bottom of the first page. A label that says "Footer -Section 1-" appears.
4. Do one of the following:

### Word 2003

- a. Click **Page Setup** on the Header and Footer toolbar.

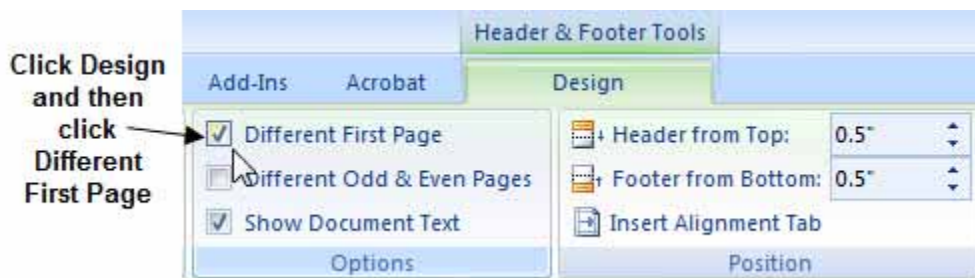


- b. Click the **Layout** tab.
- c. Select **Different first page**, and then click **OK**.

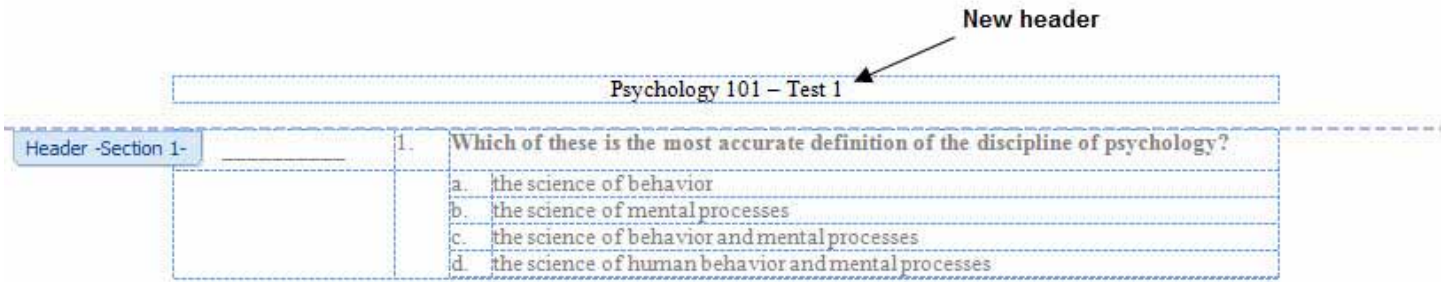


### Word 2007

- a. Click **Design** under Header & Footer Tools.
- b. Click **Different First Page**.



5. Type and format the text as you want it to appear in the header or footer.



6. Double-click anywhere in the middle of the first page of the test or do one of the following:

**Word 2003**

a. Click **Close** in the Header and Footer toolbar.

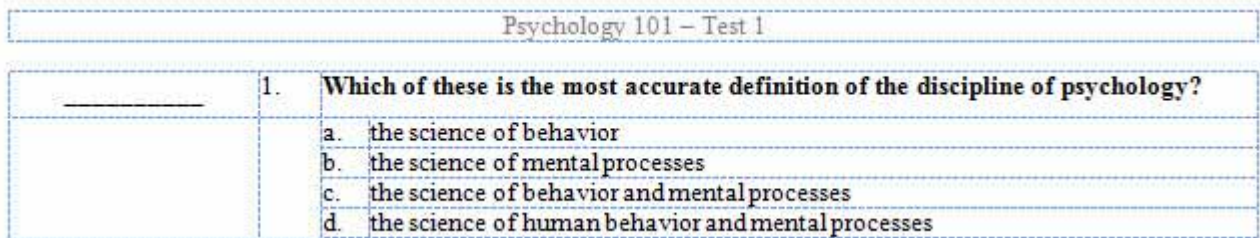


**Word 2007**

a. Click




Your test should look similar to this illustration:



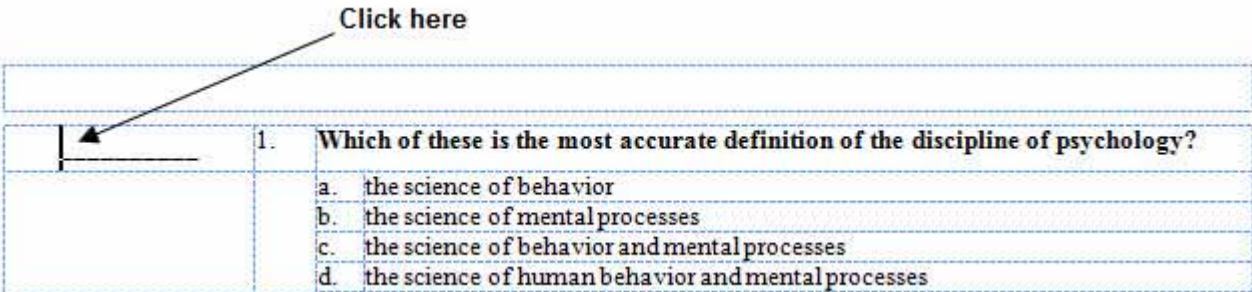
7. Press **Ctrl+S** to save the test.

**Notes:**

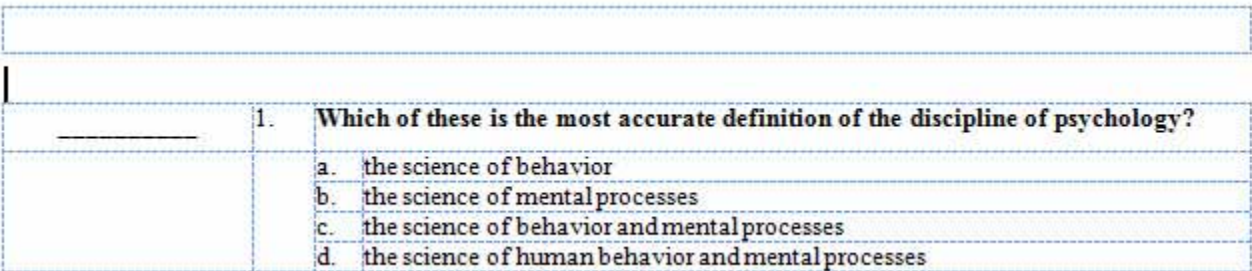
- If at any time you don't get the result you expect, press **Alt+E+U**, select **Edit > Undo** (Word 2003), or click **Undo**  on the Word toolbar.
- When you print your MyTest, the gridlines do not appear in the printed version.

## Add an Introductory Paragraph or Instructions

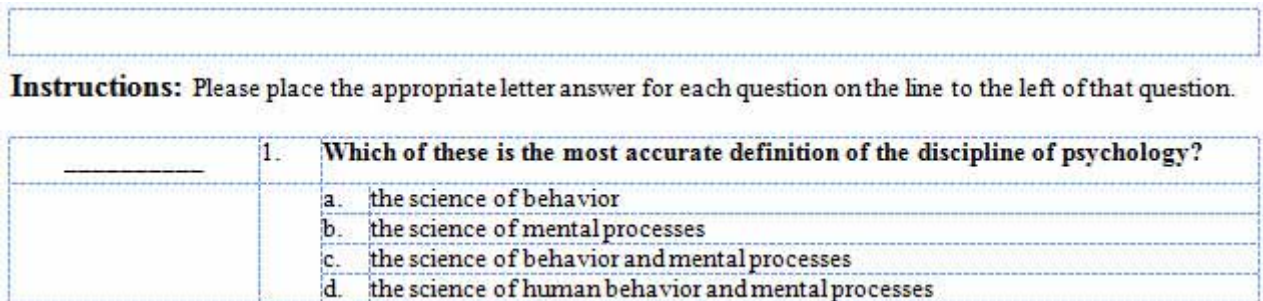
1. Open the MyTest document.
2. Press **Alt+A+G** to display gridlines.
3. Click just in front of the line to the left of the first question on the test.



4. Press **Enter** to insert a blank line above the first question.




5. Type and format the paragraph or instructions you want to appear.



6. Press **Ctrl+S** to save the test.

### Notes:

- If at any time you don't get the result you expect, press **Alt+E+U**, select **Edit > Undo** (Word 2003), or click **Undo**  on the Word toolbar.
- When you print your MyTest, the gridlines do not appear in the printed version.


## Download, View, and Print all Help Topics

### Download all Help Topics

*Note: You will need Adobe Acrobat Reader to view and print the document you download. If you don't have Adobe Acrobat Reader installed on your computer, go to <http://get.adobe.com/reader/> and follow the instructions to download and install a free copy.*



Download All  
Help Topics

1. Click  at the top of this or any help topic page.
2. Press **Ctrl+S** or select **File > Save As**.
3. Locate the folder where you want to save the document.
4. Enter a new name for the document if you want.
5. Click **Save**.

### View all Help Topics

1. Locate the folder where you saved the document.
2. Double-click the file's name. The document should open in Adobe Acrobat Reader.

### Print all Help Topics

1. Follow the preceding instructions to view all the help topics.
2. Press **Ctrl+P** or select **File > Print** in Acrobat Reader.
3. Select the name of your printer in the **Name** list.
4. Click **OK**.