

**Exams Format:  
Guide and  
Template**



# ***Turning Off Automatic Numbering***

**NOTE:** Turn off automatic numbering of lists in Word to prevent any problems uploading your exam. To turn off automatic numbered lists, follow one of the steps below:

*Word 2003:*

1. Click **Tools**
2. Click **Auto Correct Options**
3. Click **Auto Format As You Type** tab
4. Uncheck **Automatic Numbered Lists**
5. Click **OK**

*Word 2007:*

1. Click the **Microsoft Office button**
2. Click **Word Options**
3. Click **Proofing**
4. Click **Auto Correct Options**
5. Click **Auto Format As You Type** tab
6. Uncheck **Auto Numbered Lists**
7. Click **OK**

*Word 2010:*

1. Click on the **File** Menu
2. Click on **Options**
3. Click on the **Proofing** tab to your left hand side
4. Click on **Auto Correct**
5. Click **Auto Format As You Type** tab
6. Uncheck **Auto Numbered Lists**
7. Click **OK**

# *Creating questions*

## *Formatting Questions*

### *Multiple Choice Questions*

1. **Question:** Type the number, a period, a space, then the question
2. **Answer choices:** Type the letter, a period, a space, then the answer choice
3. **Correct Answer:** Put a star \* in front of the letter of the correct answer. Do not put a space between the \* and the letter.

### **Example:**

1. What color is pure water?  
\*a. colorless  
b. brown  
c. Green  
d. blue

### *True/False Questions*

1. **Question:** Type the number, a period, a space, then the question
2. **Answer choices:** Type the letter, a period, a space, then the answer choice
3. **Correct Answer:** Put a star \* in front of the letter of the correct answer. Do not put a space between the \* and the letter.

**Example:**

2. Mango is a tropical fruit

\*a. True

b. false

***Essay Questions***

1. The first line of the question is **Type: E**
2. **Question:** Type the number, a period, a space, then the question
3. **Answer choices:** Type the letter a, a period, and a space, then the answer to the question

**Note:** Essay questions are graded manually; you do not need to write answers. Instead write a short sentence such as “This is the answer”

**Example:**

Type: E

3. What did Mark Twain mean by “All generalizations are false, including this one.”

a. This is the answer

***Fill in the blank Questions:***

1. The first line of the question is **Type: F**
2. **Question:** Type the number, a period, a space, then the question
3. **Answer choices:** Type the letter a, a period, and a space, then the answer. You can give variations of the answer if applicable.

### **Example:**

Type F

4. What colors make the Lithuanian's flag?

- a. Yellow, Green, Red
- b. Red, Green, Yellow
- c. Yellow, Red, Green
- d. Red, Yellow, Green
- e. Green, Yellow, Red
- f. Green, Red, Yellow

### ***Matching Questions***

1. The first line of the question is **Type: MT**
2. **Question:** Type the number, a period, a space, then the question
3. **Answer choices:** Type the letter a, a period, and a space, the term from the left, an equal sign =, the correct answer from the right column.

### ***Note:***

- The answers will be mix in blackboard
- You can have up to 20 items to find matches for

### **Example:**

Type: MT

5. Match the dances and their origins

- a. Tango=Spain/Morocco
- b. Harlem Shake=125<sup>th</sup> and Lexington, Manhattan, NY
- c. Gangnam Style=South Korea
- d. Yangge=china
- e. Gamboot=South Africa

### ***Multiple Answer Questions***

1. The first line of the question is **Type: MA**

2. **Question:** Type the number, a period, a space, then the question
3. **Answer choices:** Type the letter a, a period, and a space, then the answer.
4. **Correct Answers:** Put a star \* in front of **each** correct answer. Do not put a space between the \* and the letter.

### **Example**

Type: MA

6. Which of the following are/were America favorite stand-up comedians?

- \*a. Georges Carlin
- b. Le Magnifique
- \*c. Russell Peters
- d. Albert Done
- \*e. Richard Pryor
- f. Zone Bleu
- \*g. Chris Rock
- \*h. Larry the Cable Guy

# *Sample Exam*

1. What color is pure water?

- \*a. colorless
- b. brown
- c. Green
- d. blue

2. What is the 18<sup>th</sup> letter of the alphabet?

- a. r
- b. g
- \*c. q
- d. m

3. What is Ghana currency?

- a. CFA
- b. Naira
- \*c. Cede
- d. Rupee

4. Bikes are heavier than airplanes

- a. True
- \*b. False

5. History is the study of past events

- \*a. True
- b. False

6. Mango is a tropical fruit

- \*a. True
- b. false

Type: E

7. What did Mark Twain mean by "All generalizations are false, including this one."

- a. This is the answer

Type: F

8. What colors make the Lithuanian's flag?

- \*a. Yellow, Green, Red
- \*b. Red, Green, Yellow
- \*c. Yellow, Red, Green
- \*d. Red, Yellow, Green
- \*e. Green, Yellow, Red
- \*f. Green, Red, Yellow

Type: MT

9. Match the dances and their origins

- a. Tango=Spain/Morocco
- b. Harlem Shake=125<sup>th</sup> and Lexington, Manhattan, NY
- c. Gangnam Style=South Korea
- d. Yangge=china
- e. Gamboot=South Africa

Type: MA

10. Which of the following are/were America favorite stand-up comedians?

- \*a. Georges Carlin
- b. Le Magnifique
- \*c. Russell Peters
- d. Albert Done
- \*e. Richard Pryor
- f. Zone Bleu
- \*g. Chris Rock
- \*h. Larry the Cable Guy

*Thanks to the Missouri S&T educational technology*