



**OKLAHOMA**  
**CareerTech**

## Badge Details

<b>Name</b>	0152 – MS Word
<b>Description</b>	Multi-choice test that measures the ability to use MS Word to record and save textual information.
<b>Criteria</b>	<p><b><i>Candidates receiving this certification will take an exam with the following criteria:</i></b></p> <p>The exam is composed of 12 questions.</p> <ul style="list-style-type: none"><li>• Basics of MS Word</li><li>• Text formatting and page setup</li><li>• Sorting information</li><li>• Inserting hyperlinks and images</li><li>• Spell and grammar check</li><li>• Mail merge</li><li>• Review and track changes</li></ul>