

Converting an ANGEL assessment into a Word document (Great for printing!)

- 1) Open an ANGEL assessment in **Preview** mode
- 2) Select the contents using the **Ctrl key** and the **A key**
- 3) Copy the contents using the **Ctrl key** and the **C key**
- 4) **Open Microsoft Word** and paste the contents using the **Ctrl key and V key**
- 5) **Save the file to the desktop and close** the file
- 6) **Open the file** again and **select all** of the content (**Ctrl key and the A key**)
- 7) **Copy** the contents (**Ctrl key and the C key**)
- 8) Open **Microsoft Excel**.
- 9) **Right click in the first upper left cell** and using the **Paste Special** option, select the **Unicode Text** option
- 10) Click the **OK** button.
- 11) **Right click** on the row number in the left column for any rows that contain the question number (or any odd characters/words) and choose **Delete**
- 12) Look though the contents and make sure there is only one row between each question and answer set. **Delete** any extra rows.
- 13) **Select** and **Copy** only the cells that contain the test material.
 - a. **You will only be selecting the first column** of the spreadsheet.
 - i. To select a column of cells, place the mouse cursor in the first left-hand cell that contains text and click.
 - ii. Drag the mouse cursor down until all left-hand cells containing text have been selected
 - b. **Right click** and choose **Copy**
- 14) **Paste** the test into a NEW Word document (it will be in the form of a table)
- 15) Select the contents of the table by clicking on the **+** for the table in the upper left corner. Click on the **Layout tab** on the **Table Tools menu**, choose the **Convert to Text** icon (the Table menu bar becomes available after the table is selected)
- 16) Select the default **Paragraph Markers** option.
- 17) The contents should stay selected, if they don't select the contents again (Ctrl key and the A key) and click on the **number bullet** icon to number the test questions.
- 18) Before printing, the question/answers may need to be adjusted on the pages so that the question and answer choices aren't split and that they print on the same page.