

Multiple-Choice Question Typing Tip

Problem: Do you know how troublesome it is to type an A, B, C, D, and E in front of every possible answer for a multiple-choice (quiz generator) test?

Solution: Just type the all the answers first and then go back and insert the A, B, C, D, and E with a Paste command. Here's how it is done.

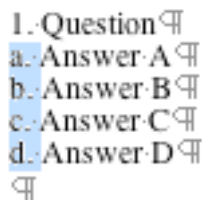
Step 1. Type the question and the answers. (Each question has to have a number but you could use the number "1" for every question and quiz generator won't care.)

1. Question
Answer A
Answer B
Answer C
Answer D

Step 2. When you've finished typing all the questions, go back and put A, B, C, D [and E, if you've designed your test that way] on only the FIRST question. Caution: Your text cannot wrap. If it does, change the page setup to landscape (rather than portrait) or reduce the font size and increase the view size so you can see what you are doing.

1. Question
a. Answer A
b. Answer B
c. Answer C
d. Answer D

Step 3. On a Mactintosh, hold down the Option key (on a PC it's the Alt key), click (and hold down) to the left of "A," drag down through the spacebar that occurs after "D" as illustrated below, and copy the selection into memory (Apple-C on a Mac; Control-C on a PC).



1. Question ¶
a. Answer A ¶
b. Answer B ¶
c. Answer C ¶
d. Answer D ¶
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Step 4. Put your cursor to the left of the first answer (e.g., "Answer A" in my example) of the NEXT question and paste (Apple-V on a Mac; Control-V on a PC). Continue in that manner through the end of your test.

End Result: Tedium is instantly replaced with relief and joy.