



Multicolumn Formatting and Mixed Question Types

ExamView

ExamView Test Generator is software that allows teachers to create customizable tests in seconds using question banks.

This guide describes two features: multicolumn formatting and mixed question types.

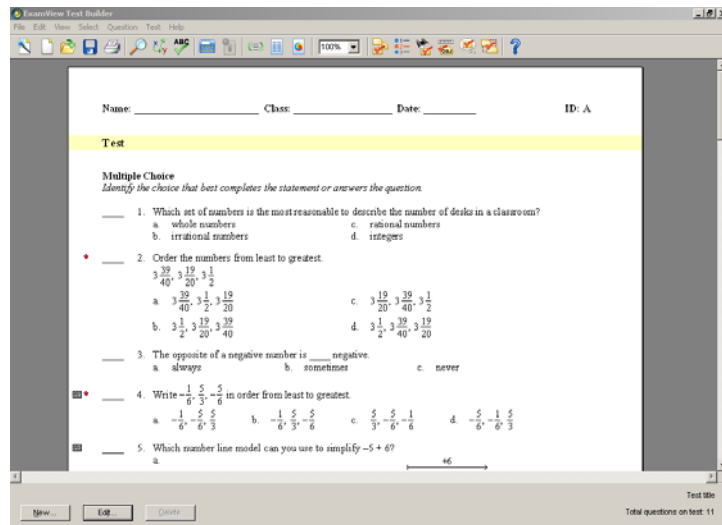
Versions

This guide provides information about the latest version of ExamView. Installing a new version does not affect existing tests or test banks. Only the software engine is updated.

Create a Test

Create a new test by either using the Quick Test Wizard or

1. Go to the **File** menu
2. Choose **New Test**
3. Name the test
4. Choose questions to add to your test





Multicolumn Formatting

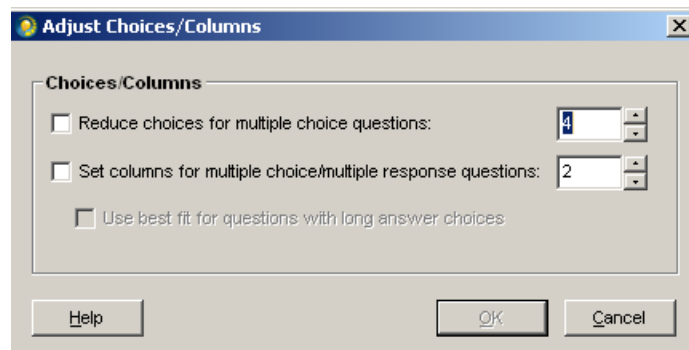


Create a new test and then click the Two Column button on the toolbar to create a two-column test.

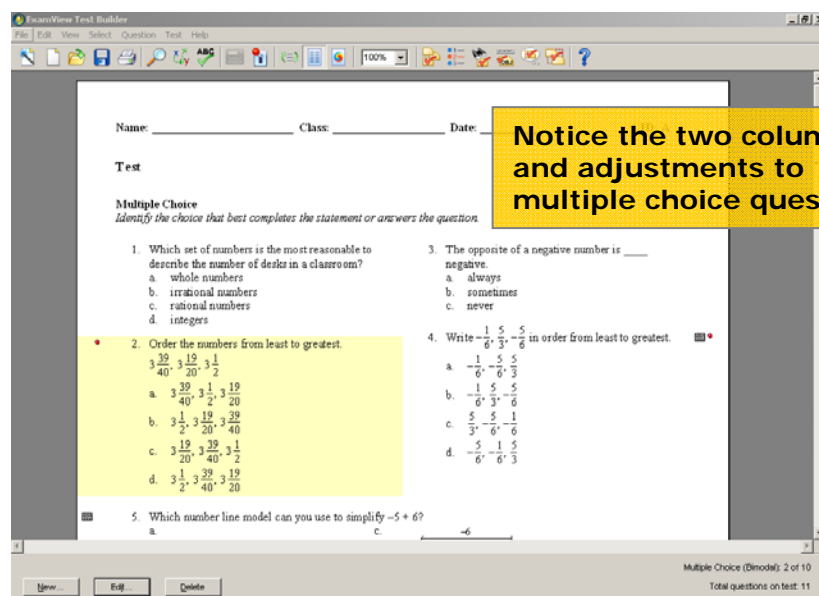


To create a test with more than two columns and to adjust the number of choices for multiple choice questions

1. Go to **Question** or hit **Ctrl J**
2. Adjust Choices/Columns
3. Place a check mark in the boxes where you'd like to make the adjustments
 - a. Choices for multiple choice questions can be reduced to 2, and include up to 8 choices.
 - b. Columns can be set from 2 up to 5 columns.
4. After making selections, click **OK**



The result appears:





Mixed Question Types



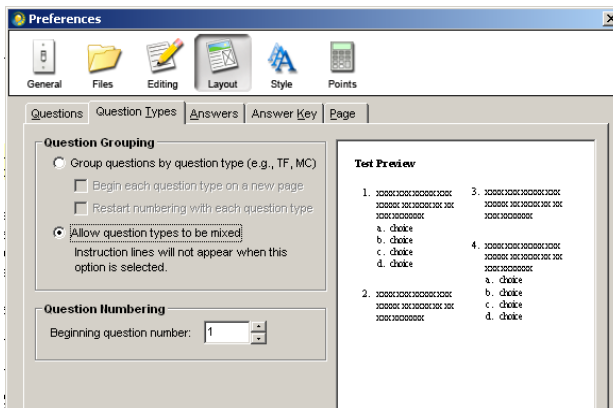
By default, ExamView groups questions by question type, such as multiple choice, true false, essay, etc.

To mix question types:

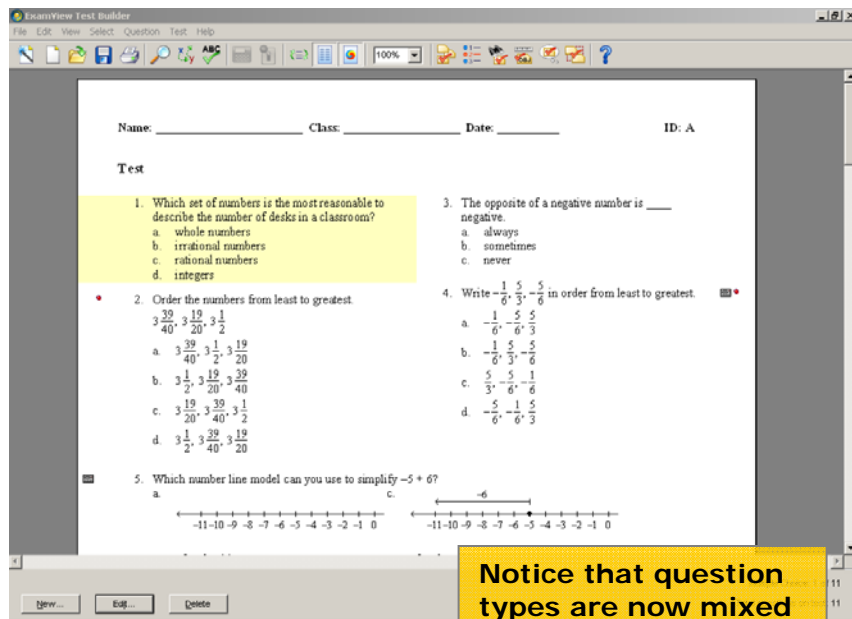
1. Click the Mix Questions button on the toolbar



2. Or, go to **Edit > Preferences**
3. Click the **Layout** icon and then the **Question Types** tab
4. Select **Allow question types to be mixed** radio button
5. Click **OK**



The result appears:





Summary

This guide described two new ExamView features:

1. Multicolumn Formatting
2. Mixed Question Types

For more information, view the other ExamView tutorials and tutorial guides on this Web site.

The ExamView User's Manuals also provide greater detail about product functionality.