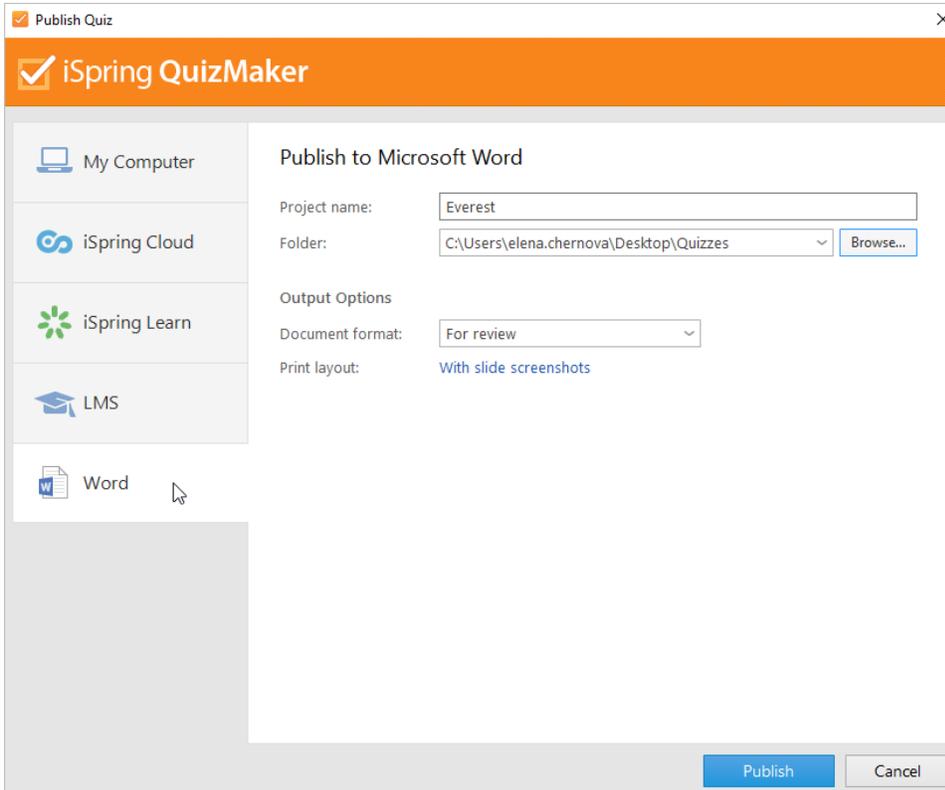# Publishing Quizzes to Word
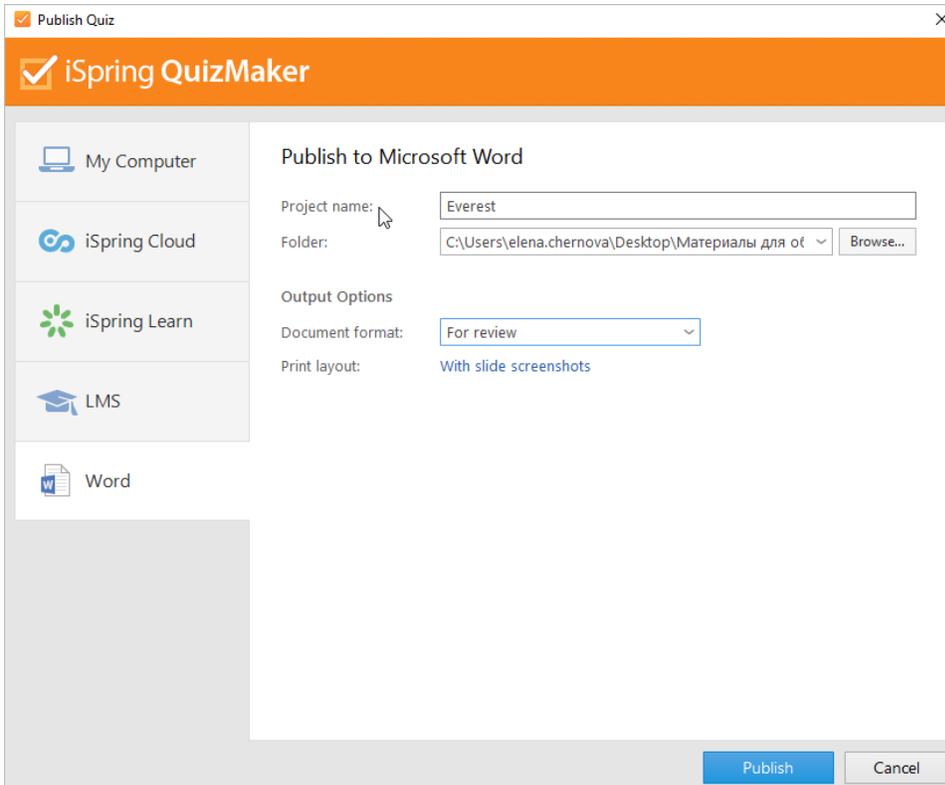
Publishing to *Word* allows you to save your quiz to the doc. format. As a result, you will get a Microsoft Word document will all questions, answers, and feedbacks of the quiz. You will be able to print the file and use it as a training handout during the classes, or upload it to a cloud storage, LMS or to an FTP server.

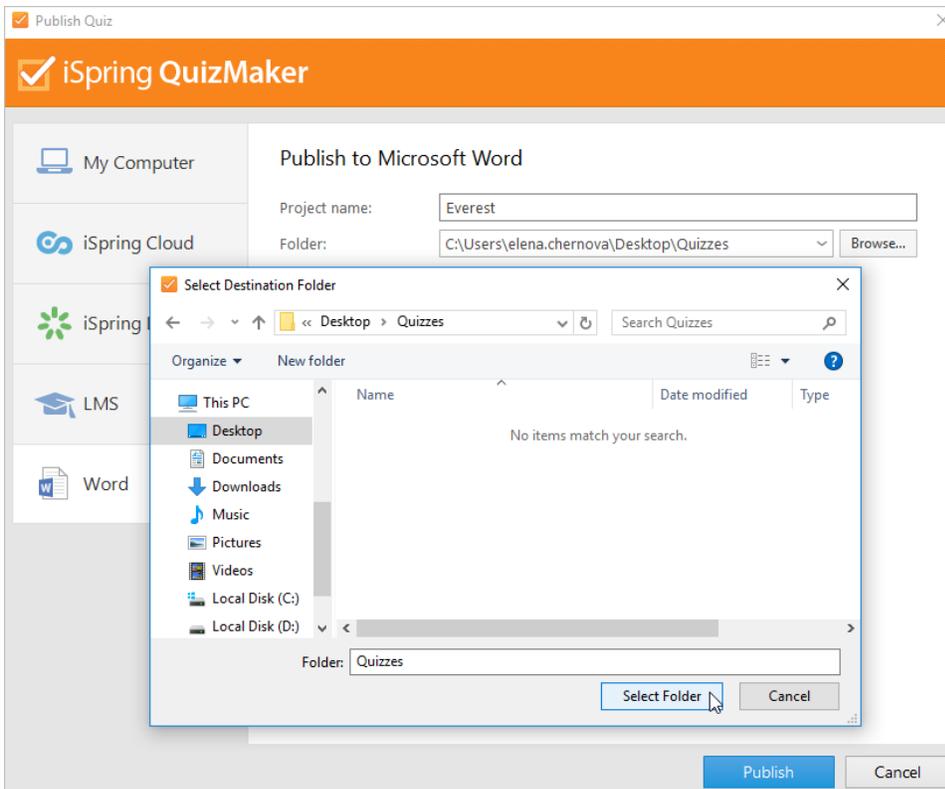To save a quiz as a .doc file, follow the instructions below:

1. First, click **Publish** on the toolbar and choose the **Word** tab in the Publish Quiz window that will open.
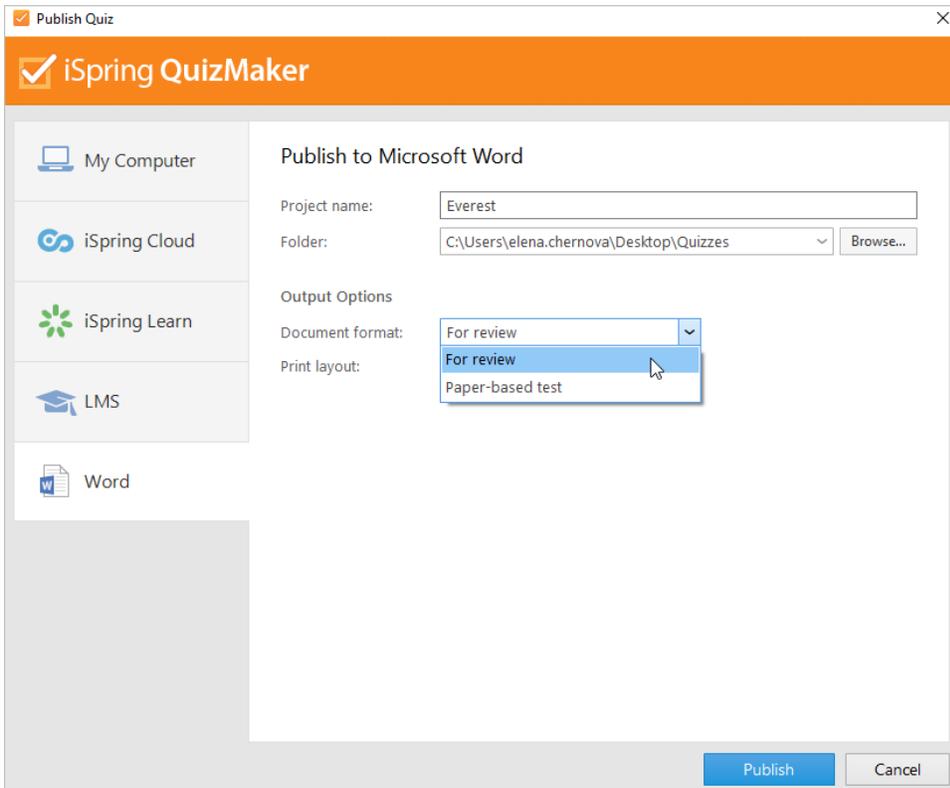
2. Then, type a name for your quiz in the **Project name** field.

3. After that, select the destination folder for the output quiz. You can click the **Browse...** button on the right of the **Folder** field, navigate to the destination folder, and click **Select Folder**. Or just type the path to the destination folder manually.

4. Now, select the format of the published quiz. To do this, open the **Document format** menu and select one of two options: **For review** or **Paper-based test**.

For review: the published document will contain all quiz slides with right answers already filled in, task texts, answer options, and feedback texts. This option is convenient for authors who want to check the quiz for possible mistakes on their own or delegate the review to an expert.
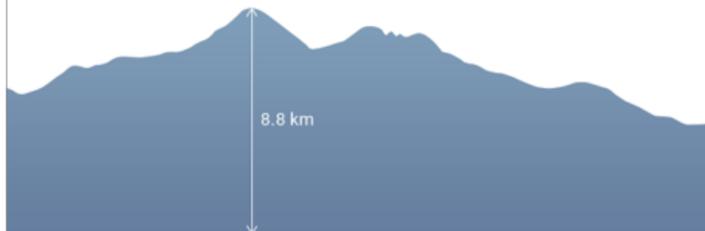
Intro (1/1 questions)

Question 1. Fill in the Blanks, 10 points, 1 attempt

Fill in the blanks in this fragment about Mount Everest:

Fill in the blanks in this fragment about Mount Everest:

Everest is known as the Earth's [____] mountain. Its peak is about 8,848 [____] (29,029 ft) above [____] level.

8.8 km

Text with Blar

Everest is known as the Earth's **[highest]**[1] mountain. Its peak is about 8,848 **[metres]**[2] (29,029 ft) above **[sea]**[3] level.

Blank	List Options
1	highest tallest
2	metres meters
3	sea

Feedback	
Correct:	That's right! The elevation of Mount Everest is 8,848 meters above sea level.
Incorrect:	You almost got it. The elevation of the world's highest mountain is 8,848 meters above sea level.

Paper-based test: this option will be the perfect choice if the quiz is held offline. Print the published document and you will get ready-to-go handouts for your students. The paper-based quiz misses right answers and learners are supposed to fill in the gaps or arrange the answers order manually.

Everest

1. Fill in the blanks in this fragment about Mount Everest:

Everest is known as the Earth's [1]_____ mountain. Its peak is about 8,848 [2]_____ (29,029 ft) above [3]_____ level.

Everest: The History
Over 60 million years ago, Mount Everest was formed by the movement of the Indian tectonic plate pushing up and against the Asian plate. Now the mountain is one of the best known geographical objects in the world. Let's find out more interesting historical facts.

2. Mt. Everest has several different names. Match each name with its origins and meaning.

[1] _____ Chomolungma	A) The official name established by the British in 1865
[2] _____ Sagarmatha	B) In Tibet it means "Goddess Mother of Mountains"
[3] _____ Everest	C) In Nepal it means "Forehead in the Sky"

3. The mountain was officially named after George Everest, a retired Surveyor General who never even saw the peak.

A) True

B) False

4. In 1856, during the Great Trigonometrical Survey of India, the first published height of Everest was established at 29,002 feet (8,840 m).
However, the official height of Everest was later set at...

A) 29,029 feet (8,848 m)

B) 27,940 feet (8,516 m)

C) 29,035 feet (8,850 m)

5. Throughout history, people have been trying to reach the peak of Mt. Everest. Put these historical events in the correct order.

A) _____ Messner and Habler were the first climbers to summit Everest without bottled oxygen.

B) _____ American Jordan Romero was the youngest person to summit Everest.

C) _____ Sir Edmund Hillary and Tenzing Norgay were the first people to climb the summit.

D) _____ Sir Thomas Dent suggested in his book that climbing Mount Everest was possible.

When choosing the **Paper-based test** format, you can specify how many different question sets you need. To do this, select or input manually a digit in the **Number of versions** menu.

Publish to Microsoft Word

Project name:	Everest
Folder:	C:\Users\elena.chernova\Desktop\Quizzes Browse...

Output Options

Document format:	Paper-based test
Number of versions:	5 ⓘ

ⓘ Creating different sets of questions is available only if shuffling questions is enabled.

5. If you have selected the **For review** format, you will be able to configure the published quiz layout. To do this, click the link in the **Print layout** field and select one of the options: **With slides screenshots** or **Without slides screenshots**.

With slides screenshots: the document will contain screenshots of the course images as well as the quiz questions and answers.

Everest

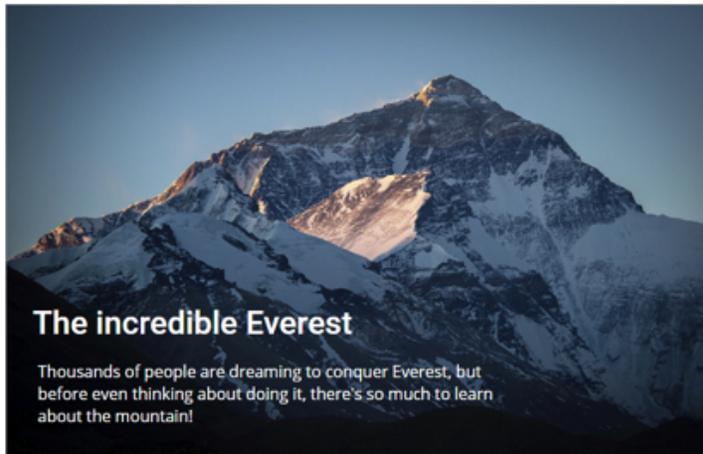Document created: 12.30.2018 13:02

Quiz Settings

Setting	Value
Passing score:	50%
Total number of questions:	14
Number of questions to ask:	14
Answer submission:	Submit one question at a time
Number of quiz retries:	None
When quiz is finished:	Show slide with results
Send quiz results to instructor:	No
Send quiz results to user:	No

Intro Slide

The incredible Everest

Thousands of people are dreaming to conquer Everest, but before even thinking about doing it, there's so much to learn about the mountain!

Without slides screenshots: there will be only text information available on the file.

Everest

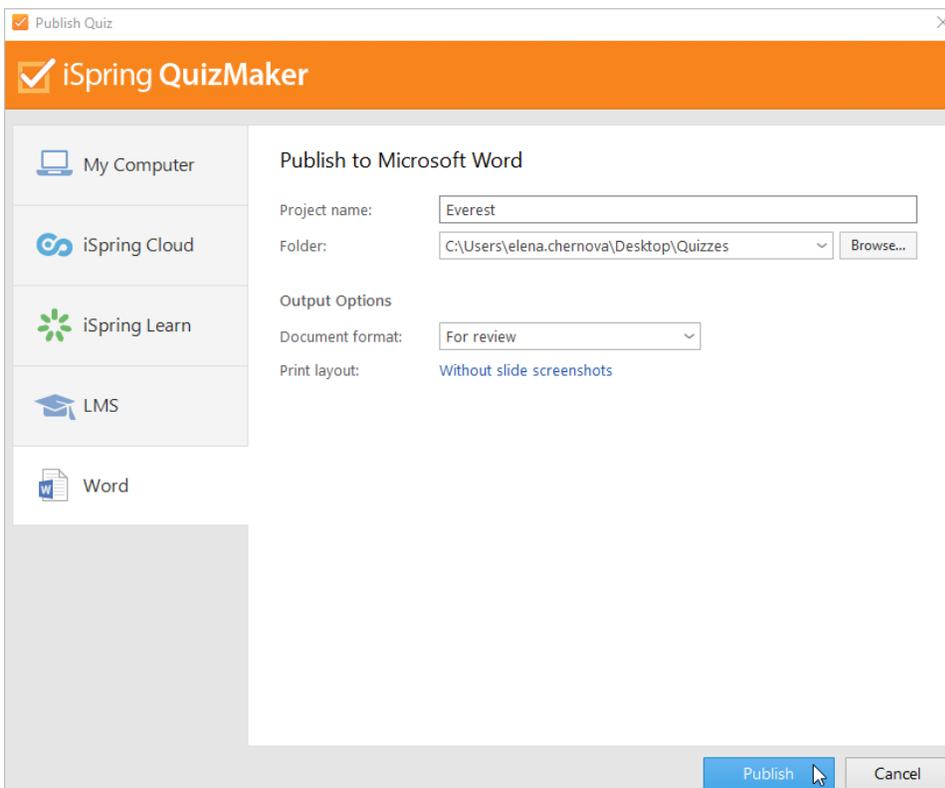Document created: 12.30.2018 13:04

Quiz Settings

Setting	Value
Passing score:	50%
Total number of questions:	14
Number of questions to ask:	14
Answer submission:	Submit one question at a time
Number of quiz retries:	None
When quiz is finished:	Show slide with results
Send quiz results to instructor:	No
Send quiz results to user:	No

Intro Slide

The incredible Everest

Thousands of people are dreaming to conquer Everest, but before even thinking about doing it, there's so much to learn about the mountain!

6. Finally, click **Publish**.

7. In the window which will open after the publishing process is done, the following options are available:
   - view the quiz in a browser,
   - open the content item in a folder on your computer,
   - send the document as an email attachment,
   - upload the file to an FTP server,
   - archive the quiz to a ZIP folder.

iSpring QuizMaker

Publishing is complete!

The quiz "Everest" has been successfully
published to a text document.

View Document

Open

Email

FTP

ZIP