

Steps to create a Quiz:

1. Type the Question
2. Add Options for the answer (**Use capital Letters to mark the option number**)
3. Type- **ANSWER: "Correct Option for the answer"** (Immediate next line at bottom after typing all options)

Important points to remember:

- There **should not** be any **header/topic description/quiz name** etc. at the top of the word file containing quiz.
- There **should not** be any question number
- There **should not** be a line gap between the **"Question"** and **"option provided for the answer"** and **"the correct answer"** ie. Everything must be typed in continuation.

Demo Quiz format:

This is the first question:

- A. True**
 - B. False**
 - C. Don't know**
- ANSWER: A**

This is the second question:

- A. yes**
 - B. no**
 - C. maybe**
- ANSWER: C**