Clear Formatting First:

1) Highlight all the text in your document first (Edit/Select All)
2) Then in the toolbar menu click Edit, go to Clear, choose Clear Formatting
Paragraph Settings I

1) Your text in the document should be highlighted, if it is not highlight all the text in your document (Edit>Select All)
2) Go to Format, choose Paragraph
Paragraph Settings II

1. A new window will open up. Make sure you set the following settings
2. Click *Ok*
Replace Tab Characters I

You might still have some tab characters you need to remove from the word document.

1) Your text in the document should be highlighted, if it is not highlight all the text in your document (Edit/Select All)
2) Go to Edit
3) Choose Find
4) Click Replace
Replace Tab Characters II

1) In the Find and Replace menu choose *Tab Character*
2) You will see that Tab Characters are highlighted in your text
Replace Tab Characters III

1) Don't choose anything under the *Replace With* option
2) Use *Replace All* to replace all at once or *Replace* to do it one by one
3) You will see the arrows identifying character spaces that will be removed

Which of the following is true about the role of psychoanalytic theory in modern human development research?

A) Psychosexual theory, which emphasizes that how parents manage their child’s sexual and aggressive drives in the first few years, is a mainstream of current research.
B) One of the lasting contributions of psychoanalytic theory is its ability to capture the essence of personality during each period of development.
C) Psychoanalytic theorists’ emphasis on the importance of experiences beyond infancy and early childhood is still largely accepted.
D) Psychoanalytic theory has cross-cultural implications because researchers have studied individuals from all over the world.

Answer: B

Ref: 144
Inserting MC^ I

Make sure to add the question type in front of the question text. (Ex: MC^ Question text...). Do not put the question number in front of the question text. If you already have the number in front of your question text use the Find and Replace function to replace the question number with the question type.

How to prepare your word document
Inserting MC\^ II

1) A new window might open up saying that ^ is not a valid character. Just click OK.

A) Psychosexual theory, which emphasizes that now parents manage their child's sexual drives in the first few years, is a mainstream of current research.

B) One of the lasting contributions of psychoanalytic theory is its ability to capture the essence of personality during each period of development.

C) Psychoanalytic theorists' emphasis on the importance of experiences beyond infancy and childhood.

2) In Erikson's theory, the psychological conflict of basic trust versus mistrust is resolved in infancy when:

A) the balance of care is sympathetic and loving.

B) toddlers are successfully toilet trained.
Inserting MC^ III

If you have questions with a double digit, you might have to replace those too, as they might have not been picked up in the previous step.
Removing extra spaces

1) Turn on *Show all nonprinting characters* in your document
2) You will see the symbols show in your text
3) You can manually try to get rid of extra spacing or use the *Find and Replace*
4) Under *Find* hit the space key on your keyboard and enter *(an asterisk)*
5) Under *Replace with* just enter *(an asterisk)*

If you entered a space in front on an asterisk by mistake this step will help you remove those spaces.
Remove all quotation marks or apostrophes

If you have any quotation marks or apostrophes (e.g. John's) make sure you remove them as they turn into unrecognizable characters during the text file conversion
1) Use Find and Replace
2) Under Find type an apostrophe or a quotation mark
3) Under Replace with don't enter anything
4) You will see the characters highlighted in your text
5) Use Replace All to replace all at once or Replace to do it one by one

3. Cultural diversity refers most specifically to differences in:
   a. physical appearance,
   b. language and norms for behavior,
   c. nationality or religion,
   d. all of the above

4. Race is often important for psychology because:
   a. race is a useful biological concept,
   b. social distinctions based on physical features persist,
   c. race and ethnicity are equivalent,
   d. cross-cultural psychology is becoming more important

5. Jones termed race as socially defined on the basis of ___ criteria, and ethnicity as socially defined on the basis of ___ criteria.
   a. social physical, cultural
   b. cultural, physical
   c. cultural, rational
   d. psychological, cultural
One Line Spacing Between Each Question

Make sure that there is only one line between each question

MC^According to Piaget, the balance between assimilation and accommodation "A) is steady throughout early childhood."
B) favors assimilation."
C) favors accommodation."
D) varies over time."

MC^Two-year-old Laura dropped a block into her toy box. She then dropped a cup, a car, and a doll into the box, throwing some objects gently, while using more force with others. Laura’s modification of her dropping scheme is an example of "A) equilibrium."
B) organization."
C) accommodation."
D) assimilation."