**Multiple Choice Answer Key**

**Exploring Microsoft Office 2016 Common Features, Chapter 1**

1. The Recent documents list shows documents that have been previously:

**b. Opened.**

2. In Word or PowerPoint a quick way to select an entire paragraph is to:

**b. Triple-click inside the paragraph.**

3. When you want to copy the format of a selection but not the content, you should:

**d. Click Format Painter in the Clipboard group.**

4. Which of the following is *not* a benefit of using OneDrive?

**c. Hold video conferences with others.**

5. What does a red wavy underline in a document, spreadsheet, or presentation mean?

**a. A word is misspelled or not recognized by the Office dictionary.**

6. Which of the following is *true* about headers and footers?

**c. Headers appear at the top of every page in a document.**

7. Live Preview:

**b. Provides a preview of the results of a choice you are considering before you make a final selection.**

8. You can get help when working with an Office application in which one of the following areas?

**a. The *Tell me what you want to do* box**

9. In PowerPoint, a file that includes formatting elements such as a background, a color scheme, and slide layout is a:

**b. Template.**

10. A document or worksheet printed in landscape orientation is:

**b. Wider than it is tall.**