# Multiple Choice Answer Key

# Exploring Microsoft Office Common Features, Chapter 1

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

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

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

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

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

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

1. 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.**

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

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

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

**a. The Tell me box**

1. To access commands that are not on the ribbon, you need to open which of the following?

**b. Dialog Box**

1. To create a document without knowing much about the software, you should use which of the following?

**c. Template**

1. Which is the preferred method for resizing a picture so that it keeps its proportions?

**b. Use a corner sizing handle**

1. Which is not a description of a tag in a Word document?

**d. Document title**