

Word Module 1

Multiple Choice

1. The default view in Word is ____.

- a. Print Layout view
- b. Headline view
- c. Web Layout view
- d. Outline view

ANSWER: a

2. To enter a blank line into a document, press the ____ key without typing any text on the line.

- a. CTRL
- b. ALT
- c. ENTER
- d. ESC

ANSWER: c

3. Press the ENTER key in all of the following circumstances EXCEPT ____.

- a. to insert a blank line into a document
- b. when the insertion point reaches the right margin
- c. to begin a new paragraph
- d. in response to prompts in Word dialog boxes

ANSWER: b

4. When Word flags a possible spelling or grammar error, it also changes the Spelling and Grammar Check icon to a(n) ____.

- a. black circle
- b. green check mark
- c. X
- d. red check mark

ANSWER: c

If a flagged word is spelled correctly, right-click it and then click ____ on the shortcut menu to instruct Word not to flag future occurrences of the same word in this document.

5. If a flagged word is spelled correctly, right-click it and then click ____ on the shortcut menu to instr...

- a. Not a Mistake
- b. Correct Spelling
- c. Do Not Correct
- d. Ignore All

ANSWER: d

6. To move left one word with the keyboard, press the ____ key(s).

- a. HOME
- b. CTRL+LEFT ARROW
- c. ALT+CTRL+LEFT ARROW
- d. ALT+LEFT ARROW

ANSWER: b

7. To move to the beginning of a line with the keyboard, press the ____ key(s).

- a. LEFT ARROW
- b. CTRL+HOME
- c. HOME
- d. PAGE UP

ANSWER: c

8. To move to the end of the document, press the ____ key(s).

- a. DOWN ARROW
- b. END
- c. CTRL+DOWN ARROW
- d. CTRL+END

ANSWER: d

9. To move to the right one word, press the ____ key(s).

- a. ALT+RIGHT ARROW
- b. F1
- c. CTRL+RIGHT ARROW
- d. RIGHT ARROW

ANSWER: c

10. To move up one paragraph, press the ____ key(s).

- a. F1
- b. ALT+UP ARROW
- c. UP ARROW
- d. CTRL+UP ARROW

ANSWER: d

11. To move down one paragraph, press the ____ key(s).

- a. ALT+DOWN ARROW
- b. CTRL+DOWN ARROW
- c. DOWN ARROW
- d. F1

ANSWER: b

12. To move to the bottom of a document window, press the ____ key(s).

- a. ALT+CTRL+PAGE DOWN

- b. CTRL+PAGE DOWN
- c. ALT+PAGE DOWN
- d. PAGE DOWN

ANSWER: a

13. To move to the top of a document window, press the ____ key(s).

- a. CTRL+PAGE UP
- b. ALT+CTRL+PAGE UP
- c. PAGE UP
- d. ALT+PAGE UP

ANSWER: b

When you use the keyboard to scroll to a different position in the document, the ____ automatically moves when you press the desired keys.

14. When you use the keyboard to scroll to a different position in the document, the automatically move...

- a. roster
- b. insertion point
- c. alt tag
- d. smart tag

ANSWER: b

____ formatting is the process of changing the way letters, numbers, punctuation marks, and symbols appear on the screen and in print.

15. formatting is the process of changing the way letters, numbers, punctuation marks, and symbols appe...

- a. Document
- b. Character
- c. Paragraph
- d. Object

ANSWER: b

16. Word includes a variety of document ____ to assist you with coordinating visual elements in a document.

- a. layouts
- b. formats
- c. themes
- d. graphs

ANSWER: c

17. The ____, or typeface, defines the appearance and shape of letters, numbers, and special characters.

- a. font

- b. font size
- c. point
- d. paragraph formatting

ANSWER: a

18. On most computers, the default font size in Word is ____.

- a. 8
- b. 11
- c. 14
- d. 16

ANSWER: b

19. A(n) ____ paragraph is a paragraph that begins with a dot or other symbol.

- a. headline
- b. centered
- c. bulleted
- d. indexed

ANSWER: c

20. The file type ____ identifies a Word 2016 document.

- a. .doc
- b. .docx
- c. .dot
- d. .doct

ANSWER: b

21. Which of the following colors suggests neutrality?

- a. green
- b. brown
- c. red
- d. gray

ANSWER: d

22. With more than ____ predefined color schemes, Word provides a simple way to select colors that work well together.

- a. 15
- b. 20
- c. 30
- d. 40

ANSWER: b

23. The default color scheme is called ____.

- a. Microsoft
- b. Standard

- c. Calibri
- d. Office

ANSWER: d

To select nonadjacent items, select the first item as usual, press and hold down the ____ key, and then while holding down the key, select the additional items.

24. To select nonadjacent items, select the first item as usual, press and hold down the key, and then ...

- a. HOME
- b. F1
- c. CTRL
- d. ALT

ANSWER: c

25. The small squares and circles around a selected graphic are called ____ handles.

- a. sizing
- b. shape
- c. base
- d. dimension

ANSWER: a

When you click the ____ button for a selected graphic, Word provides options for changing how a graphic is positioned with text in a document.

26. When you click the ____ button for a selected graphic, Word provides options for changing how a g...

- a. Layout Options
- b. Image Options
- c. Positioning
- d. Graphic Placement

ANSWER: a

27. To see the height and width of the currently selected graphic, look in the ____ group on the Picture Tools Format tab.

- a. Measurements
- b. Options
- c. Size
- d. Dimensions

ANSWER: c

28. When you drag a graphic's ____ handle, the graphic moves in either a clockwise or counterclockwise direction.

- a. turn
- b. rotate

- c. selection
- d. revolution

ANSWER: b

To center a page's contents vertically between the top and bottom margins, click the Page Setup Dialog Box Launcher, click the ____ tab, click the vertical alignment box arrow, click Center in the list, and then click the OK button.

29. To center a page's contents vertically between the top and bottom margins, click the Pa...

- a. Layout
- b. Alignment
- c. Position
- d. Format

ANSWER: a

30. ____ are types of changes that occur when text has been omitted from a document and must be inserted later.

- a. Additions
- b. Deletions
- c. Modifications
- d. All of the above

ANSWER: a

31. Press the ____ key(s) to erase one character to the left of the insertion point.

- a. CTRL+HOME
- b. DELETE
- c. BACKSPACE
- d. END

ANSWER: c

32. Press the ____ key(s) to erase one character to the right of the insertion point.

- a. CTRL+HOME
- b. DELETE
- c. BACKSPACE
- d. END

ANSWER: b

Multiple Response

Modified Multiple Choice In which of the following circumstances should you press the ENTER key?

33. In which of the following circumstances should you press the ENTER key?...

- a. To terminate a short line of text and advance to the next line

b. To begin a new paragraph

ANSWER: a, b

Modified Multiple Choice The text in a flyer is organized into the following areas: ____.

34. The text in a flyer is organized into the following areas:

a. footer

b. headline

c. signature line

d. body copy

ANSWER: b, c, d

Modified Multiple Choice Word provides a means of canceling your recent ____.

35. Word provides a means of canceling your recent

a. applications

b. indices

c. actions

d. commands

ANSWER: c, d

Modified Multiple Choice The color orange denotes ____.

36. The color orange denotes

a. success

b. creativity

c. victory

d. harmony

ANSWER: a, b, c

True / False

37. If Word finds a potential error in a document, a red, green, or blue wavy underline flags the problem.

a. True

b. False

ANSWER: True

38. A raised dot (·) shows where the ENTER key was pressed.

a. True

b. False

ANSWER: False

39. Each time the ENTER key is pressed, Word creates a new paragraph.

- a. True
- b. False

ANSWER: True

40. Wordwrap forces you to stop typing words and press the ENTER key at the end of each line.

- a. True
- b. False

ANSWER: False

41. As you enter text in the Word document window, you must press the ENTER key when the insertion point reaches the right margin.

- a. True
- b. False

ANSWER: False

42. A document may wordwrap differently depending on the type of printer being used.

- a. True
- b. False

ANSWER: True

43. A flagged word is one that is misspelled.

- a. True
- b. False

ANSWER: False

44. To minimize wrist injury, switch frequently among touch gestures, the keyboard, and the mouse.

- a. True
- b. False

ANSWER: False

45. Paragraph formatting requires the paragraph to be selected prior to formatting.

- a. True
- b. False

ANSWER: False

46. A single point is about 1/12 of an inch in height.

- a. True
- b. False

ANSWER: False

47. When shading paragraphs, Word shades from the left margin to the right margin of the current paragraph.

- a. True
- b. False

ANSWER: True

48. Word provides an Undo button that can be used to cancel the most recent command or action.

- a. True
- b. False

ANSWER: True

49. To reload a picture taken with a digital camera means to copy the digital picture from the camera to your computer.

- a. True
- b. False

ANSWER: False

50. To zoom a document using a touch screen, repeatedly pinch and stretch in order to change the size of the document in the document window.

- a. True
- b. False

ANSWER: True

51. Word inserts text to the right of the insertion point.

- a. True
- b. False

ANSWER: False

52. A(n) green wavy underline indicates the text may contain a contextual spelling error such as the misuse of homophones. _____

- a. True
- b. False

ANSWER: False

53. The Standard toolbar appears whenever you select text. _____

- a. True
- b. False

ANSWER: False

54. Word provides more than 25 picture formats -- named groups of formatting characteristics that enable you easily to change a picture's look to a more visually appealing one. _____

- a. True
- b. False

ANSWER: False

55. Among document properties, standard properties include file system properties, such as the date you create or change a file, and statistics, such as the file size.

-
- a. True
 - b. False

ANSWER: False

Completion

56. A(n) _____ is a character that Word displays on the screen but is not visible on a printed document.

ANSWER: formatting mark

57. Word automatically corrects misspelled words and displays the corrected word when you press the _____ or type a punctuation mark.

ANSWER: SPACEBAR

58. The _____ copy in a flyer consists of all text between the headline and the signature line.

ANSWER: body

59. Many word processing documents use _____ character fonts, where some characters are wider than others.

ANSWER: variable

60. _____ is the process of changing the appearance of a paragraph.

ANSWER: Paragraph formatting

61. _____ is the process of changing the way characters appear on the screen and in print.

ANSWER: Character formatting

62. In Word, the _____ font usually is Calibri.

ANSWER: default

63. When a headline is _____, it is positioned horizontally between the left and right margins on the page.

ANSWER: centered

64. A(n) _____ list is a series of paragraphs, each beginning with a dot character.

ANSWER: bulleted

65. _____ text prints with an underscore below each character.

ANSWER: Underlined

66. A selected graphic appears surrounded by a(n) _____, which has small squares and circles around its edges.

ANSWER: selection rectangle

67. _____ includes both enlarging and reducing the size of a graphic.

ANSWER: Resizing

68. A(n) _____ is a computer program that can damage files and programs on your computer.

ANSWER: virus

69. In _____, as a character is typed Word inserts the character and moves all the characters to the right of the typed character one position to the right.

ANSWER: insert mode

70. The default typing mode in Word is _____ mode.

ANSWER: insert

71. With _____ editing, you select the text to be moved, then drag the selected item to the new location and then insert it there.

ANSWER: drag and drop

Subjective Short Answer

72. Critical Thinking Questions Case 1-1 Your colleague Frank is editing a friend's novel in Word. To speed up the process, Frank would like to take advantage of the various techniques available for selecting text, and he asks you for help. Which of the following techniques will allow Frank to select an entire sentence? a. click the sentence c. press and hold down the CTRL key and then click the sentence b. double-click the sentence d. move the mouse to the left of the sentence and then triple-click

ANSWER: C

73. Critical Thinking QuestionsCase 1-1Your colleague Frank is editing a friend's novel in Word. To speed up the process, Frank would like to take advantage of the various techniques available for selecting text, and he asks you for help. Frank would like to be able to select a full paragraph. Which of the following techniques will work?a. triple-click the paragraphc. click the paragraphb. double-click the paragraphd. move the mouse to the left of the paragraph and then double-click

ANSWER: A

74. Critical Thinking QuestionsCase 1-2You have written a novella on your new laptop and now, as you prepare to find a literary agent for your work, you would like to do some formatting of it to make it more appealing to prospective agents. Which of the following changes you make to your text is an example of paragraph formatting?a. underlining the title on the title pagec. putting the title in boldfaceb. italicizing the dedication section on the first page of the textd. centering all of the lines of text on the title page

ANSWER: D

75. Critical Thinking QuestionsCase 1-2You have written a novella on your new laptop and now, as you prepare to find a literary agent for your work, you would like to do some formatting of it to make it more appealing to prospective agents. In your novella, you can change the formatting of all of the following EXCEPT _____.a. a question markc. the asterisk symbolb. paragraph marksd. the numeral 5

ANSWER: B