# Multiple Choice Answer Key

# Exploring Microsoft Office Word, Chapter 1

1. Which of the following is a reason to use the Accessibility Checker?

**b. To comply with federal legislation related to disabilities.**

1. The Document Inspector is useful when you want to:

**d. reveal any hidden or personal data in the file so that it can be removed, if necessary.**

1. To keep a first name and last name, such as Susan Barksdale, from being separated between lines of a document, where the word Susan might display on one line, with Barksdale on the next, you could:

**d.** **insert a nonbreaking space symbol between Susan and Barksdale.**

1. To rely on AutoSave to automatically save a document, you must first:

**d. save the document using OneDrive, OneDrive for Business, or SharePoint Online.**

1. One reason to use a header or footer is because:

**b. you only have to specify the content once, after which it displays automatically on all pages.**

1. Suppose you find that a heading within a report is displayed at the end of a page, with remaining text in that section placed on the next page. To keep the heading with the text, you would position the insertion point before the heading and then:

**a.** **press Ctrl+Enter.**

1. In which of the following situations would you consider inserting a soft return instead of a hard return?

**a. At the end of a single line of an address, with more address lines to follow.**

1. One reason to display nonprinting characters is to:

**c. assist with troubleshooting a document and modifying its appearance.**

1. You want to include all text from another document, which is not currently open, in the document in which you are working. How would you do that?

**c. Use the Text from File option to reuse text from the closed document at the current location in the open document.**

1. To identify a document as a draft, and not in final form, which of the following would you mostly likely add to the document?

**b. Watermark**