# Multiple Choice Answer Key

# Exploring Microsoft Office Word, Chapter 3

1. In which of the following scenarios would you filter a data source in preparation for a mail merge?

**b. When mailing a promotional document to recipients in a particular zip code, excluding others**

2.When you use the Table command on the Insert tab, Word inserts a table in a document, automatically aligning it:

**c. at the left margin.**

1. Which of the following is true regarding the use of AutoFit to adjust the size of rows and columns in a table?

**a. Even after AutoFit is enacted you can still manually adjust rows and columns.**

1. Why might you choose to draw a table instead of using the Table command on the Insert tab?

**a. You know that rows and/or columns will have varying heights or widths.**

1. You plan to place a function or formula in cell B4 of a Word table to total the cells in the column above. How would that function or formula appear?

**a. =SUM(ABOVE)**

1. Which of the following is a purpose of a caption?

**c. To provide appropriate citation of a source from which the table was drawn.**

1. Enhancing the appearance of a table by applying colors, borders, shading, and other design elements (as a set) is made possible by which of the following features?

**a. Table styles**

8. Which of the following best describes the purpose of a mail merge process?

**a. To produce a document or email message in which variable data is drawn from a data source and combined with a main document.**

9. Why might you choose to convert text in a document to a table?

**a. Because you want to manage the data by sorting rows or by applying other table features such as formulas or attractive table design.**

10. Having applied custom borders to a table, what feature do you use to copy the border style to another table?

**c. Border Painter**