# Multiple Choice Answer Key

# Exploring Microsoft Word 2019, Chapter 4

1. When you are working on a group paper with your classmates, members can take turns to write and edit the content of the paper. Which feature must the group use so that members can see the changes made to the same document?

**b. Track Changes**

1. What Word Online view is required when you want to access commands on the tab?

**a. Editing**

1. Which of the following statement about sharing a document through Word Online is *true*?

**d. It is available for simultaneous editing and collaboration.**

1. The choice of whether to title a list of sources such as Bibliography, Works Cited, or Referencesis dependent upon:

**a. the writing style in use.**

1. When working with Word Online, how can you tell that someone is editing a shared document at the same time that you are?

**c. A note displays at the top right corner of the window.**

1. Which of the following is *not* an option on Word’s References tab?

**a. Insert a New Comment**

1. The writing style you are most likely to use in a business class is:

**a. APA.**

1. To ensure that documents you save in OneDrive are synchronized with copies of the same documents saved on your hard drive, you could use:

**c. File Explorer.**

1. Whichfeature provides a simple, uncluttered, view of comments and tracked changes made to a document?

**c. Simple Markup**

1. After you create and insert a table of contents into a document:

**d. you can select a table of contents and click Update Table to bring the table of contents up to date.**