**Multiple Choice Answer Key**

# Exploring Microsoft Word 2019, Chapter 6

1. You can obtain a document template in many ways, *except* which of the following?

**a. Select it from the Insert tab.**

2. Which feature enables you to integrate all changes from multiple authors or documents into one single document?

**c. Combine**

3. Which of the document elements listed below can you find using the Go To command?

**b. Bookmark**

4. What file extension is given to a template?

**b. .dotx**

5. When you use the Navigation Pane, you can navigate through the document by viewing headings or \_\_\_\_\_\_\_\_\_\_.

**c. thumbnails**

6. What is the primary purpose of using a document theme?

**a. To coordinate elements used in the document such as colors and fonts, and to give it a more professional appearance.**

7. If you have created a customized cover page and you want to use the same cover page for all your reports, which productivity tool would best fit your need?

**d. Building blocks**

8. Which of the following theme elements cannot be customized and saved?

**c. Theme effect**

9. Which of the following features can be used to view small pictures of each page in your document?

**d. View > Navigation Pane > Pages**

10. What is the maximum number of documents that you can view side by side?

**b. Two**