

Chapter 1: Fundamentals

Module A: Getting around

Which toolbar holds a few common commands and can be customized? Choose the single best answer.

- Ribbon
- Group
- **Quick Access**
- Ruler

Which view gives you access to saving and printing, document information and protection, and other options?

- Outline
- **Backstage**
- Info
- Options

Module B: Creating documents

If you click Save in a document you haven't saved before, the Save As window opens instead. True or false?

- **True.**
- False.

What is the keyboard shortcut for selecting everything in a document?

- **Ctrl+A**
- Ctrl+E
- Ctrl+S
- Alt+E

What is the keyboard shortcut to paste text?

- Ctrl+P
- Alt+P
- Alt+V
- **Ctrl+V**

Module C: Document views

If you click View Side by Side with more than two documents open, what happens?

- **You have to choose which other document to view.**
- Documents are arranged in columns.
- Nothing happens.
- You can't; the option is grayed out.

Which of these actions will cause the document to zoom in?

- Ctrl+I
- Alt+Z
- Ctrl+Up Arrow
- **Ctrl+Mouse wheel forward**

Chapter 2: Formatting

Module A: Formatting characters

Helvetica and Arial are examples of what? Choose the single best answer.

- Font size
- **Font face**
- Font effects
- Font style

Which of the following are examples of character formatting? Select all correct answers.

- **Font size**
- Line spacing
- Alignment
- **Font style**

Module B: Formatting paragraphs

Indenting is a paragraph attribute. True or false?

- **True**
- False

What is it called when the first line of a paragraph is not indented, but the rest of the paragraph is indented?

- Reverse indent
- Inverse indent
- **Hanging indent**
- Outdent

What style can apply character and paragraph attributes at once?

- **Linked style**
- Combo style
- Dual style
- Charagraph style

Which tab-stop type aligns a decimal point to the stop?

- Number stop
- Column stop
- Ledger stop
- **Decimal stop**

What is the string of repeated characters called that leads up to a tab stop?

- **Tab leader**
- Tab line
- Tab score
- Tab tracer

The Tabs window provides more precision and more options than setting tabs on the ruler. True or false?

- **True**
- False

You can clear an individual tab stop by dragging it down off the ruler.

- **True**
- False

Module C: Quick Styles

Both themes and styles can change which two attributes?

- **Font face/color**
- Font effects
- Paragraph spacing
- **Heading colors**
- Paragraph alignment

The Document Formatting group allows you to change themes, colors, fonts, and paragraph spacing individually. True or false?

- **True**
- False

Module D: Making lists

Which character do you type at the beginning of a line, followed by Space or Tab, to start a new bulleted list?

- Period (.)
- **Asterisk (*)**
- Plus sign (+)
- Hyphen (-)

You can use any character from any installed font as a bullet. True or false?

- **True**
- False

Which of the following are methods you can use to increase the indent level of (demote) a selected list item? Choose all correct responses.

- Press Alt+Space
- **Press Tab**
- Press Alt+Tab
- **Click Increase Indent on the Home tab**
- Press Space

Chapter 3: Document setup

Module A: Page layout

Which of the following key combinations will insert a page break?

- Shift+Enter
- **Ctrl+Enter**
- Ctrl+P
- Shift+Enter

By default, Word will not hyphenate long words over a line break. True or false?

- **True**
- False

What setting prevents first and last lines of a paragraph from being left alone on a page?

- Changing control
- Line item control
- Abandoned line control
- **Widow/Orphan control**

What is the minimum width for a column in Word?

- .25 inches
- **.5 inches**
- .75 inches
- 1 inch

Section numbers appear on the Status bar by default. True or false?

- True
- **False**

Module B: Proofing documents

Word always suggests at least one option for an incorrect word or phrase. True or false?

- True
- **False**

Which option do you choose when you want Word to remember a spelling, even for future documents?

- Change All
- Ignore All
- **Add or Add to Dictionary**
- AutoCorrect

What is the feature that can automatically replace a combination of common characters with other characters or symbols not typically found on your keyboard?

- AutoChar
- AutoReplace
- AutoFormat
- **AutoCorrect**

What feature is responsible for starting a new numbered list when you start a line with a number?

- **AutoFormat**
- AutoCorrect
- AutoList
- AutoNumber

Module C: Printing, headers, and footers

Which of the following techniques will open the header and footer areas for editing? Choose the single correct answer.

- Press Ctrl+H
- Press Ctrl+Alt+H
- **Double-click the header area**
- Press Ctrl+Alt+F

Page number fields automatically update as you add or delete pages. True or false?

- **True**
- False

By default, a header will not print on the first page of a document.

- True
- **False**

Module D: Templates

Every Word document is based on a template. True or false?

- **True**
- False

What is the name of the template that opens when you first start Word? Choose the one correct answer.

- Default
- Basic
- Blank
- **Normal**

Which of the following are file extensions used for Word templates? Choose all the correct answers.

- **.dot**
- .wtm
- **.dotx**
- .wtmx

Chapter 4: Graphics

Module A: Inserting pictures

Which one of these is stored in a graphics file like other pictures?

- **Online pictures**
- Shapes
- WordArt
- SmartArt

A program window must be open (not minimized) to be captured by the Word Screenshot command. True or false?

- **True**
- False

Module B: Formatting pictures

If you crop a picture and then save and close the document, you can still recover the whole picture when you open the document again. True or false?

- **True**
- False

Which command removes effects and adjustments and returns a picture to its original state?

- Remove Formatting
- **Reset Picture**
- Change Picture
- No Style

Module C: Picture layout

Which method will preserve aspect ratio when you resize a picture?

- Hold down Shift when you resize it.
- Right-click and drag the side handles.
- **Drag a corner handle.**
- Check Lock Aspect Ratio on the Format tab.

To be able to drag a picture around more freely, change its Text Wrap setting to anything other than In Line with Text. True or false?

- **True**
- False

A picture caption is grouped with the picture, so if you move one, the other will move. True or false?

- True
- **False**

Chapter 5: Tables

Module A: Creating tables

Gridlines show you where table borders are, but they do not print. True or false?

- **True**
- False

Which tool is best for creating a table with irregular rows, columns, and cells?

- Insert Table window
- **Draw Table tool**
- Quick Tables
- Insert Table grid

The table eraser tool can only be used on tables created with the table drawing tool. True or false?

- True
- **False**

Module B: Formatting tables

By default, sorting a table on a column will sort only that column, leaving data in the other columns in place. True or False?

- True
- **False**

To delete a column, select it and press Delete. True or false?

- True
- **False**

Besides the Insert Table window, where can you find AutoFit options for a table?

- Design tab
- **Table Tools Layout tab**
- Right-click menu
- Table Properties