

# Chapter 1: Advanced formatting

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## Module A: Tables and charts

Which descriptions are true of embedded objects? Choose all that apply.

- They can be edited in the source application.
- They can be copied or shared without worrying about access to external files.
- They lead to larger document file sizes than linked objects do.
- They lead to smaller document file sizes than linked objects do.
- They reflect any changes made to the original file.

What is true of linked objects? Choose all that apply.

- They can be edited in the source application.
- They can be copied or shared without worrying about access to external files.
- They lead to larger Word document file sizes than embedded objects do.
- They lead to smaller Word document file sizes than embedded objects do.
- They reflect any changes made to the original file.

A Word chart is very much like an embedded Excel object. True or false?

- True
- False

If you don't have Excel installed, you can't use formulas in Word tables. True or false?

- True
- False

## Module B: Creating building blocks

What can't you do from within the Building Blocks Organizer?

- Delete a building block.
- Edit a building block's contents.
- Edit a building block's properties.
- View all your building blocks in one place.

The Building Blocks template is saved in the background without any user interaction. True or false?

- True
- False

It's easy to move a building block from one gallery to another. True or false?

- True
- False

## Module C: Linking text

When you delete a text box in the middle of a story, it splits it into two separate stories. True or false?

- True
- False

If you unlink a text box, the text that was in it might not be displayed but won't be erased. True or false?

- True
- False

If you had a series of five linked text boxes, and broke the link between the second and third, the last three would still be linked together. True or false?

- True
- False

## Chapter 2: Advanced document management

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### Module A: Configuring Word options

You probably shouldn't use stricter security settings than the Trust Center defaults. True or false?

- True
- False

What features can you control in the Proofing section of the Word Options window? Choose all that apply.

- Additional editing languages
- AutoCorrect
- AutoRecover
- Custom dictionaries
- Macro settings

Changes you make in the Word Options window might affect other Microsoft Office applications such as Excel and PowerPoint. True or false?

- True
- False

### Module B: Working with templates

When you attach a new template to a document, it doesn't necessarily change the document's appearance. True or false?

- True
- False

What can you do from the Organizer window? Choose all that apply.

- Copy a style between templates.
- Copy building blocks between templates.
- Delete a custom style.
- Delete a template.

The easiest way to modify a template is to create a new document based on it, then save it as a template using the same name. True or false?

- True
- False

## Module C: Tracking and reviewing changes

When multiple users have made tracked changes in a document, they are \_\_\_\_\_.

- All identical
- Displayed in different colors
- Displayed in separate panes
- Formatted differently

Two people have made their own revisions to a document, but neither has tracked changes. How can you best consolidate both sets of changes into a new document?

- Combine the documents.
- Compare the documents.
- Compare each document with the original version, then combine the results of each comparison.
- None of the above: without tracked changes, you have to reconcile them manually.

Even when you hide certain types of markup using the Show Markup options, they'll still be visible in the Revisions pane. True or false?

- True
- False

By default, a double-strikethrough indicates that text has been \_\_\_\_\_. Choose the best answer.

- Commented upon
- Deleted
- Moved
- Reformatted

## Chapter 3: Using references

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### Module A: Internal references

What is true about bookmark names? Choose all that apply.

- They cannot contain spaces.
- They cannot contain underscores.
- They may begin with a letter or a number.
- They must begin with a letter.
- They must begin with a number.

When you move the full contents of a bookmark, the bookmark itself also moves. True or false?

- True
- False

Cross-references are useful, even if you're planning to print the document. True or false?

- True
- False.

Unlike an ordinary hyperlink, a cross-reference \_\_\_\_\_. Choose all that apply.

- Appears as normal text when printed
- Automatically updates its text whenever fields are updated
- Can point to a bookmark
- Can point to an external document

### Module B: Indexing

Word can only create two index levels. True or false?

- True
- False

What index type might you use if you have a lot of subentries but space is limited? Choose the best response.

- Cross-referenced
- Indented
- Right-aligned
- Run-in

You shouldn't copy and paste or manually edit index entries, as doing so can interfere with how the XE field code works. True or false?

- True
- False

## Module C: Citing external sources

The citation style you should use depends largely on your subject matter and chosen audience. True or false?

- True
- False

Which of the following statements are true about sources?

- Each source must have a unique tag name.
- Each source must have a unique title.
- Every source you define is stored in a master list on your computer.
- Multiple authors must be entered one at a time in a separate window.
- The field names you're prompted to enter depend on the type of source.

How can you keep a customized bibliography format? Choose the best response.

- Download it from Office.com
- Save it as a building block
- Save it as a document template
- You can't, but must manually edit it for each document.

A Table of Authorities is typically found only in what kind of document? Choose the best reply.

- Educational
- Humanities
- Legal
- Scientific

# Chapter 4: Creating mailings

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## Module A: Recipient lists

A recipients list doesn't allow custom fields, but there are generic fields you can use however you like. True or false?

- True
- False

You can import a recipient list from a text file. True or false?

- True
- False

After customizing an imported address list, you find a misspelled street name. How can you most easily correct it? Choose the best answer.

- Click Validate addresses in the Mail Merge Recipients window.
- Edit the data source in its original application, then repeat the import process.
- Edit the field directly in the Mail Merge Recipients window.
- Open the data source from within the Mail Merge Recipients window, and edit the field there.

## Module B: Performing mail merges

The Mail Merge Wizard is a very different process than manually performing a mail merge. True or false?

- True
- False

What would you use to skip a record that matched certain criteria? Choose the best response.

- A merge field
- A merge filter
- A merge match
- A merge rule

The process for editing a merge field can be used on other types of fields as well. True or false?

- True
- False

What happens when you finalize a merge and choose a document output? Choose the best response.

- Word creates each record as a separate document in the same folder as the original document.
- Word creates a single new document with each record in its own section.
- Word inserts each record as a new section in the existing document.
- Word preserves the merge fields, and only finalizes the records once you print the document.

## Module C: Envelopes and labels

In general, you need a specialized printer to output envelopes or labels in Word. True or false?

- True
- False

It's a good idea to define yourself as an Outlook contact, so you can easily insert yourself in the Return address field of envelopes. True or false?

- True
- False

When you create a page of labels, what does Word use to separate individual labels? Choose the best answer.

- Section breaks
- Tab stops
- Table cells
- Text boxes

When you create a label merge, how does Word separate each record? Choose the best answer.

- An AddressBlock field
- A Next Record field
- A section break
- A table cell

# Chapter 5: Macros and forms

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## Module A: Macros

Regardless of how you create a macro, Word stores it as a VBA program. True or false?

- True
- False

Which window lets you move macros from one document to another?

- Macro
- Organizer
- Recorder
- Visual Basic Editor

What do you need to do to make a macro run whenever you start Word? Choose all that apply.

- Configure the Trust Center to allow all macros
- Name it AutoExec
- Name it AutoOpen
- Store it in the default template
- Store it in AutoExec.dot

## Module B: Forms

Which form controls require document protection to function? Choose the best answer.

- ActiveX controls
- Content controls
- Legacy form fields
- All of the above.

Although they can be selected individually, check-box controls are arranged in groups using tag properties. True or false?

- True
- False

What kind of control should you use if you want users to either select an existing option or enter a new one? Choose the best answer.

- Building Block Gallery
- Combo Box
- Drop-Down List
- Rich Text

To export content control form data to a database, you need to use VBA code. True or false?

- True
- False
- False