

Word 2021/365

Level 1

Assessment: Getting around

1. Which toolbar holds a few command commands and can be customized. Choose the single best answer.
 - a. Ribbon
 - b. Group
 - c. Quick Access
 - d. Ruler
2. Which view gives you access to saving and printing, document information and protection, and other options?
 - a. Outline
 - b. Backstage
 - c. Info
 - d. Options

Assessment answers: Getting around

1. Which toolbar holds a few command commands and can be customized. Choose the single best answer.
 - a. Ribbon
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 - c. **Quick Access**
 - d. Ruler
2. Which view gives you access to saving and printing, document information and protection, and other options?
 - a. Outline
 - b. **Backstage**
 - c. Info
 - d. Options

Assessment: Creating documents

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

- b. False
- 2. What is the keyboard shortcut for selecting everything in a document?
 - a. Ctrl + A
 - b. Ctrl + P
 - c. Ctrl + S
 - d. Alt + E
- 3. What is the keyboard shortcut to paste text?
 - a. Ctrl + P
 - b. Alt + P
 - c. Alt + V
 - d. Ctrl + V

Assessment answers: Creating documents

- 1. If you click Save in a document you haven't saved before, the Save As window opens instead. True or false?
 - a. **True**
 - b. False
- 2. What is the keyboard shortcut for selecting everything in a document?
 - a. **Ctrl + A**
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 - d. Alt + E
- 3. What is the keyboard shortcut to paste text?
 - a. Ctrl + P
 - b. Alt + P
 - c. Alt + V
 - d. **Ctrl + V**

Assessment: Document views

- 1. If you click View Side by Side with more than two documents open, what happens?
 - a. You have to choose which other document to view.
 - b. Documents are arranged in columns.
 - c. Nothing happens.
 - d. You can't; the option is grayed out.
- 2. Which of these actions will cause the document to zoom in?
 - a. Ctrl + I
 - b. Alt + Z
 - c. Ctrl + Up Arrow
 - d. Ctrl + Mouse wheel forward

Assessment answer: Document views

- 1. If you click View Side by Side with more than two documents open, what happens?
 - a. **You have to choose which other document to view.**
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Assessment: Formatting character

1. Helvetica and Arial are examples of what? Choose the single best answer.
- a. Font size
 - b. Font face
 - c. Font effects
 - d. Font style
2. Which of the following are examples of character formatting? Select all correct answers.
- a. Font size
 - b. Line spacing
 - c. Alignment
 - d. Font style

Assessment answer: Formatting character

1. Helvetica and Arial are examples of what? Choose the single best answer.
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2. Which of the following are examples of character formatting? Select all correct answers.
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 - c. Alignment
 - d. Font style**

Assessment: Formatting paragraphs

1. Indenting is a paragraph attribute. True or false.
- a. True
 - b. False
2. What is it called when the first line of a paragraph is not indented, but the rest of the paragraph is indented?
- a. Reverse indent
 - b. Inverse indent
 - c. Hanging indent
 - d. Outdent
3. Which tab-stop type aligns a decimal point to the stop?
- a. Number stop

- b. Column stop
 - c. Ledger stop
 - d. Decimal stop
4. What is the string of repeated characters called that leads up to a tab stop?
 - a. Tab leader
 - b. Tab line
 - c. Tab score
 - d. Tab tracer
 5. The Tabs window provides more precision and more options than setting tabs on the ruler. True or false?
 - a. True
 - b. False
 6. You can clear an individual tab stop by dragging it down off the ruler. True or false?
 - a. True
 - b. False

Assessment answer: Formatting paragraphs

1. Indenting is a paragraph attribute. True or false.
 - a. **True**
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2. What is it called when the first line of a paragraph is not indented, but the rest of the paragraph is indented?
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 - b. Column stop
 - c. Ledger stop
 - d. **Decimal stop**
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Assessment: Quick Styles

1. Both themes and styles can change which two attributes?
 - a. Font face/color
 - b. Font effects
 - c. Paragraph spacing
 - d. Heading colors
 - e. Paragraph alignment
2. The Document Formatting group allows you to change themes, colors, fonts, and paragraph spacing individually. True or false?
 - a. True
 - b. False
3. What style can apply character and paragraph attributes at once?
 - a. Linked style
 - b. Combo style
 - c. Dual style
 - d. Charagraph style

Assessment answers: Quick Styles

1. Both themes and styles can change which two attributes?
 - a. **Font face/color**
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Assessment: Making lists

1. Which character do you type at the beginning of a line, followed by Space or tab, to start a new bulleted list?
 - a. Period (.)
 - b. Asterisk (*)
 - c. Plus sign (+)
 - d. Hyphen (-)
2. You can use any character from any installed font as a bullet. True or false?
 - a. True
 - b. False

3. Which of the following are methods you can use to increase the indent level of (demote) a selected list item? Choose all correct responses.
 - a. Press Alt + Space
 - b. Press Tab
 - c. Press Alt + Tab
 - d. Click increase Indent on the Home tab
 - e. Press space
 - e. Charagraph style

Assessment answers: Making lists

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 - c. Press Alt + Tab
 - d. Click increase Indent on the Home tab**
 - e. Press space
 - f. Charagraph style

Assessment: Page layout

1. Which of the following key combinations will insert a page break?
 - a. Shift + Enter
 - b. Ctrl + Enter
 - c. Ctrl + P
 - d. Shift +Enter
2. By default, Word will not hyphenate long words over a line break. True or false?
 - a. True
 - b. False
3. What setting prevents the first and last lines of a paragraph from being left alone on a page?
 - a. Changeling control

- b. Line item control
 - c. Abandoned line control
 - d. Widow/orphan control
4. What is the minimum width for a column on Word?
- a. 0.25 inches
 - b. 0.5 inches
 - c. 0.75 inches
 - d. 1 inch
5. Section numbers appear on the Status bar by default. True or false?
- a. True
 - b. False

Assessment answers: Page layout

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 - b. Ctrl + Enter**
 - c. Ctrl + P
 - d. Shift +Enter
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5. Section numbers appear on the Status bar by default. True or false?
- a. True
 - b. False**

Assessment: Proofing documents

1. Word always suggests at least one option for an incorrect word or phrase. True or false?
- a. True
 - b. False
2. Which option do you choose when you want Word to remember a spelling, even for future documents?
- a. Ignore Once
 - b. Ignore All
 - c. Add to Dictionary

- d. AutoCorrect
- 3. What is the feature that can automatically replace a combination of common characters with other characters or symbols not typically found on your keyboard?
 - a. AutoChar
 - b. AutoReplace
 - c. AutoFormat
 - d. AutoCorrect
- 4. What feature is responsible for starting a new numbered list when you start a line with a number?
 - a. AutoFormat
 - b. AutoCorrect
 - c. AutoList
 - d. AutoNumber

Assessment answers: Proofing documents

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 - c. AutoList
 - d. AutoNumber

Assessment: Headers and footers

- 1. Which of the following techniques will open the header and footer areas for editing? Choose the single correct Answer.
 - a. Press Ctrl+H
 - b. Press Ctrl+Alt+H
 - c. Double-click the header area

- d. Press Ctrl+Alt+F
- 2. Page number fields automatically update as you add or delete pages. True or false?
 - a. True
 - b. False
- 3. By default, a header will not print on the first page of a document. True or false?
 - a. True
 - b. False

Assessment answers: Headers and footers

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- 3. By default, a header will not print on the first page of a document. True or false?
 - a. True
 - b. False**

Assessment: Templates

- 1. Every Word document is based on a template. True or false?
 - a. True
 - b. False
- 2. What is the name of the template that opens when you first start Word? Choose the one correct answer.
 - a. Default
 - b. Basic
 - c. Blank
 - d. Normal
- 3. Which of the following are file extensions used for Word templates? Choose all the correct answers.
 - a. .dot
 - b. .wtm
 - c. .dotx
 - d. .wtmx

Assessment answers: Templates

- 1. Every Word document is based on a template. True or false?
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Assessment: Inserting pictures

- 1. Which one of these is stored in a graphics file like other pictures?
 - a. Online pictures
 - b. Shapes
 - c. WordArt
 - d. SmartArt
- 2. A program window must be open (not minimized) to be captured by Word screenshot command. True or false?
 - a. True
 - b. False

Assessment answers: Inserting pictures

- 1. Which one of these is stored in a graphics file like other pictures?
 - a. Online pictures**
 - b. Shapes
 - c. WordArt
 - d. SmartArt
- 2. A program window must be open (not minimized) to be captured by Word screenshot command. True or false?
 - a. True**
 - b. False

Assessment: Formatting pictures

- 1. 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.
 - a. True
 - b. False
- 2. Which command removes effects and adjustments and returns a picture to its original state? Choose the best answer.
 - a. Remove Formatting

- b. Reset Picture
- c. Change Picture
- d. No Style

Assessment answer: Formatting pictures

1. 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.
 - a. **True**
 - b. False
2. Which command removes effects and adjustments and returns a picture to its original state? Choose the best answer.
 - a. Remove Formatting
 - b. **Reset Picture**
 - c. Change Picture
 - d. No Style

Assessment: Picture layout

1. Which method will preserve aspect ratio when you resize a picture?
 - a. Hold down the Shift when you resize it.
 - b. Right-click and drag corner handle the side handles.
 - c. Drag a corner handle.
 - d. Check Lock Aspect ration on the Format tab.
2. To be able to drag a picture around more freely, change it Text Wrap setting to anything other than In Linc with Text. True or false?
 - a. True
 - b. False
3. A picture caption is grouped with the picture, so if you move one, the other will move. True or false?
 - a. True
 - b. False

Assessment answers: Picture layout

1. Which method will preserve aspect ratio when you resize a picture?
 - a. Hold down the Shift when you resize it.
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3. A picture caption is grouped with the picture, so if you move one, the other will move. True or false?
 - a. True

b. False

Assessment: Creating tables

1. Gridlines show you where table borders are, but they do not print. True or false?
 - a. True
 - b. False
2. Which tool is best for creating a table with irregular rows, columns, and cells?
 - a. Insert Table window
 - b. Draw table tool
 - c. Quick Tables
 - d. Insert Table grid
3. The table eraser tool can only be used on tables created with the table drawing tool. True or false?
 - a. True
 - b. False

Assessment answers: Creating tables

1. Gridlines show you where table borders are, but they do not print. True or false?
 - a. **True**
 - b. False
2. Which tool is best for creating a table with irregular rows, columns, and cells?
 - a. Insert Table window
 - b. **Draw table tool**
 - c. Quick Tables
 - d. Insert Table grid
3. The table eraser tool can only be used on tables created with the table drawing tool. True or false?
 - a. True
 - b. **False**

Assessment: Formatting tables

1. By default, sorting a table on a column will sort that column, leaving data in the other columns in place. True or false?
 - a. True
 - b. False
2. To delete a column, select it and press Delete. True or false?
 - a. True
 - b. False
3. In the Insert table window, where can you find AutoFit options for a table?
 - a. Design tab
 - b. Table Tool Layout tab

- c. Right-click menu
- d. Table Properties

Assessment answers: Formatting tables

1. By default, sorting a table on a column will sort that column, leaving data in the other columns in place. True or false?
 - a. True
 - b. False**
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 - a. Design tab
 - b. Table Tool Layout tab**
 - c. Right-click menu
 - d. Table Properties

Assessment: Shapes and text

1. A text box is a shape with text on it. True or false?
 - a. True
 - b. False
2. How can you access the Format tab?
 - a. Select a shape.
 - b. Right-click a shape, and click Format Shape.
 - c. Press Ctrl+F.
3. Which two ways can you open the Format Shape pane to have precise control over shape effects?
 - a. Right-click a shape and click Format Shape.
 - b. Click the lower-right hand corner of the Shape Styles group.
 - c. Double-click a shape, and click More Layout Options.

Assessment answers: Shapes and text

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 - b. Click the lower-right hand corner of the Shape Styles group.**
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Assessment: SmartArt

1. Clicking Reset graphics returns a graphic to its original state, immediately after you've inserted it. True or false?
 - a. **True**
 - b. False
2. You can apply different styles to individual shapes in a SmartArt diagram. True or false?
 - a. **True**
 - b. False

Assessment: 3D models

1. You can create 3D models in Word. True or false?
 - a. True
 - b. False
2. How can you rotate a 3D model in three dimensions? Choose the best answer.
 - a. Use the arrow keys.
 - b. Drag anywhere on the model.
 - c. **Click, hold, and drag on the arrow icon in the center of the model.**

Assessment answers: 3D models

1. You can create 3D models in Word. True or false?
 - a. True
 - b. **False**
2. How can you rotate a 3D model in three dimensions? Choose the best answer.
 - a. Use the arrow keys.
 - b. Drag anywhere on the model.
 - c. **Click, hold, and drag on the arrow icon in the center of the model.**

Level 2

Assessment: Custom themes

1. What elements of a theme can you customized independently? Choose all that apply.
 - a. Colors
 - b. Effects
 - c. Fonts
 - d. Shapes
 - e. Styles
2. How many fonts can be defined in a theme? Choose the best answer.
 - a. 1

- b. 2
 - c. 3
 - d. 4
3. When you change theme effects, doing so affects any graphical elements that use shape styles. True or false?
- a. True
 - b. False

Assessment answers: Custom themes

1. What elements of a theme can you customized independently? Choose all that apply.
- a. **Colors**
 - b. **Effects**
 - c. **Fonts**
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2. How many fonts can be defined in a theme? Choose the best answer.
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 - b. **2**
 - c. 3
 - d. 4
3. When you change theme effects, doing so affects any graphical elements that use shape styles. True or false?
- a. True
 - b. **False**

Assessment: Building Blocks

1. You can best add page numbers using the Header and Footer galleries. True or false?
- a. True
 - b. False
2. Which ribbon tab has most of the building block galleries? Choose the best answer.
- a. Home
 - b. Insert
 - c. Design
 - d. Reference
3. Before inserting a building block, you always need to place the insertion point where you want it to go. For example, before adding a header building block, you should edit the header. True or false?
- a. True
 - b. False

Assessment answers: Building Blocks

1. You can best add page numbers using the Header and Footer galleries. True or false?

- a. True
 - b. False**
2. Which ribbon tab has most of the building block galleries? Choose the best answer.
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 - b. Insert**
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3. Before inserting a building block, you always need to place the insertion point where you want it to go. For example, before adding a header building block, you should edit the header. True or false?
- a. True
 - b. False**

Assessment: Section breaks

1. You want a full-page graphic in the middle of your document to print in landscape format. What's the best thing to do before changing the page orientation?
 - a. Insert a Next Page section break before the graphic.
 - b. Insert a Next Page section after before the graphic.
 - c. Insert Next Page section breaks before and after graphic.
 - d. Insert Continuous section breaks before and after graphic.
2. There are two sections in your document: the first has two columns, the second has one column. If you delete the section break between them, what happens? Choose the best answer.
 - a. The whole document will have one column.
 - b. The whole document will have two columns.
 - c. It depends whether it was a New Page or Continuous break.
3. You can change margins, paper size, or page orientation for multiple sections at a time. True or false?
 - a. True
 - b. False
4. After creating 8 sections in a document, you unlink section 4's footer and then edit it. What parts of the document are changed?
 - a. The headers and footers for sections 1-4.
 - b. The headers and footers for sections 4-8.
 - c. The footers for sections 1-4.
 - d. The footers for sections 4-8.
 - e. Only section 4's footer.

Assessment answers: Section breaks

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 - c. Insert Next Page section breaks before and after graphic.**
 - d. Insert Continuous section breaks before and after graphic.

2. There are two sections in your document: the first has two columns, the second has one column. If you delete the section break between them, what happens? Choose the best answer.
 - a. **The whole document will have one column.**
 - b. The whole document will have two columns.
 - c. It depends whether it was a New Page or Continuous break.
3. You can change margins, paper size, or page orientation for multiple sections at a time. True or false?
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 - b. The headers and footers for sections 4-8.
 - c. The footers for sections 1-4.
 - d. **The footers for sections 4-8.**
 - e. Only section 4's footer.

Assessment: Page backgrounds

1. You can apply multiple watermarks to a single page. True or false?
 - a. True
 - b. False
2. What fill effect would you use to cover the page in a smooth color transition? Choose the best answer.
 - a. Gradient
 - b. Pattern
 - c. Picture
 - d. Texture
3. If you like, you can create a page border that appears only on the left and right of the page. True or false?
 - a. True
 - b. False
4. How can you apply a watermark to a single section?
 - a. Choose "This Section" from the "Apply to" list when you create it.
 - b. Make sure the section's header is unlinked from the others.
 - c. You can apply a watermark only to the entire document.

Assessment answers: Page backgrounds

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 - b. **Make sure the section’s header is unlinked from the others.**
 - c. You can apply a watermark only to the entire document.

Assessment: Character styles

1. You’re creating a document in which all employee names are colored and italicized, and you decide to do so using a style. What style type should you choose?
- a. Character
 - b. Linked
 - c. Paragraph
2. Which method of creating a style gives you the most control over the formatting included with the style?
- a. Creating a style by example.
 - b. Defining a style from scratch.
3. When copying text into a document, you want to preserve the font exactly, even if you decide to later change themes in the rest of the destination document. What paste option will take the least amount of work?
- a. Keep source formatting
 - b. Keep text only
 - c. Merge formatting
 - d. Use destination styles

Assessment answers: Character styles

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- c. Merge formatting
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Assessment: Paragraph styles

1. Paragraph styles cannot be created by example. True or false?
 - a. True
 - b. False
2. Which of the following approaches to creating styles in a document makes the most sense? Choose the one best answer.
 - a. Create the lowest-level heading first and work backwards to the base style.
 - b. Create the basic style first and build the heading styles from that.
3. All styles are associated with the heading level. True or false?
 - a. True
 - b. False

Assessment answers: Paragraph styles

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 - b. Create the basic style first and build the heading styles from that.**
3. All styles are associated with the heading level. True or false?
 - a. True
 - b. False**

Assessment: Footnotes and endnotes

1. You insert a footnote or endnote from which tab?
 - a. Home
 - b. Insert
 - c. References
 - d. Review
2. After entering an endnote, how can you return quickly to your place in the text?
 - a. Right-click the note text, and click Go to Endnote.
 - b. Right-click the note number, and click Go to Endnote.
 - c. Press Ctrl+G.
 - d. Use the Go To function.

Assessment answer: Footnotes and endnotes

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- b. Insert
 - c. References**
 - d. Review
2. After entering an endnote, how can you return quickly to your place in the text?
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 - d. Use the Go To function.

Assessment: Table of contents

1. If you don't use heading styles in a document, you can fill out the table of contents manually. True or false?
- a. True
 - b. False
2. Which option in the table of Contents window determines what heading levels are shown?
- a. Heading level
 - b. Formats
 - c. Heading depth
 - d. Show levels

Assessment answers: Table of contents

1. If you don't use heading styles in a document, you can fill out the table of contents manually. True or false?
- a. True**
 - b. False
2. Which option in the table of Contents window determines what heading levels are shown?
- a. Heading level
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Assessment: Hyperlinks

1. Hyperlinks can be applied only to text. True or false?
- a. True
 - b. False
2. Which method(s) allow(s) you to create a hyperlink to another location in the same document?
- a. Use the Place in this Document link.
 - b. Use Existing File or Web Page, then click Target Frame.
 - c. Use Existing File or Web Page, then click Bookmark.
 - d. Use create New Document, then click Bookmark.
 - e. Use create New Document, then click Target Frame.
3. For email addresses, the display text is always the same as the address. True or false?
- a. True
 - b. False

Assessment answers: Hyperlinks

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Assessment: Navigating documents

1. In the Find and Replace window, which do you click to search for special characters such as footnote marks and paragraph characters?
 - a. Special
 - b. Format
 - c. Symbol
 - d. Character
2. Which features allow you to skip through instances of a specified object, such as pictures or headings?
 - a. Skip To
 - b. Go To
 - c. Find Object
 - d. Hop Along
 - e. Navigation pane Search box
3. Which keyboard shortcut opens the Navigation pane?
 - a. Alt+N
 - b. Ctrl+F
 - c. Ctrl+N
 - d. Alt+F

Assessment answers: Navigating documents

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Assessment: Master documents

1. When you add a subdocument to a master document, the contents is copied to the master document, and you no longer need the subdocument. True or false?
 - a. True
 - b. False**
2. How do you turn a document into a master document? Select the correct answer option.
 - a. Save it as a Master Document file type.
 - b. On the Insert tab, check Master Document.
 - c. On the Outlining tab, insert a subdocument.
 - d. In the Navigation pane, on the Heading tab, click Add Part.**

Assessment answers: Master documents

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 - a. True**
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 - d. In the Navigation pane, on the Heading tab, click Add Part.

Assessment: Saving and sending

1. You need a colleague to edit complex document, but his non-Microsoft word processing application can't reliability read Word default format. What format would preserve most of your current formatting options while still being readable to other application?
 - a. OpenDocument Text
 - b. PDF**
 - c. Rich Text Format
 - d. XPs
2. XPS is natively supported by Windows Vista and later. Ture or false?
 - a. True**

- b. False
- 3. Word is really compatible only with blogs using Microsoft's Window Live Spaces format. True or false?
 - a. True
 - b. False
- 4. What should you do if Word opens a document in Protective view? Choose the best response.
 - a. Continued a normal: Protected view lets you edit the document safely.
 - b. Delete or quarantine the file: Word has detected malware in it, and it's unsafe to open.
 - c. Disable Protected view if you trust the document source.
 - d. Save the document in the default .docx format.

Assessment answers: Saving and sending

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Assessment: Comments

- 1. What can you do when editing a comment? Choose all that apply.
 - a. Adjust paragraph settings
 - b. Change character size
 - c. Change the font
 - d. Insert an image
- 2. If you want to print a document without showing comments, you have to delete them all. True or false.
 - a. True
 - b. False
- 3. To view an inline comment's full content, you need to show comments or display the Reviewing Pane. Trye or false.

- a. True
- b. False

Assessment answers: Comments

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Assessment: Protecting documents

1. When you mark a document as final, you can specify a password needed to unlock it for editing. True or false?
 - a. True
 - b. False
2. For technical reasons, document encryption and editing restrictions don't work well together. True or False?
 - a. True
 - b. False
3. It's easy to recognize exceptions in a restricted document. True or False?
 - a. True
 - b. False
4. If you forget a document's encryption password, there's no easy way to recover it. True or false?
 - a. True
 - b. False

Assessment answers: Protecting documents

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Assessment: Tables and charts

1. Which descriptions are true of embedded objects? Choose all that apply.
 - a. They can be edited in the source application.
 - b. They can be copied or shared without worrying about access to external files.
 - c. They lead to larger document file sizes than linked objects do.
 - d. They lead to smaller document file sizes than linked objects do.
 - e. They reflect any changes made to the original file.
2. What is true of linked objects? Choose all that apply.
 - a. They can be edited in the source application.
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 - c. They lead to larger Word document file sizes than linked objects do.
 - d. They lead to smaller Word document file sizes than linked objects do.
 - e. They reflect any changes made to the original file.
3. A Word chart is very much like an embedded Excel object. True or false?
 - a. True
 - b. False
4. If you don't have excel installed, you can use formulas in Word tables. True or False?
 - a. True
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Assessment answers: Tables and charts

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Assessment: Creating building blocks

1. What can't you do from within the Building Block Organizer?
 - a. Delete a building block.
 - b. Edit building block's contents.
 - c. Edit a building block's properties.
 - d. View all your building blocks in one place.
2. The Building Blocks template is saved in the background without any user interaction. True or false?
 - a. True
 - b. False
3. It's easy to move a building block from one gallery to another. True or false?
 - a. True
 - b. False

Assessment answers: Creating building blocks

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Assessment: Linking content

1. When you delete a text box in the middle of a story, it splits it into two separate stories. True or false?
 - a. True
 - b. False
2. If you unlink a text box, the text that was in it might not be displayed but won't be erased. True or false?
 - a. True
 - b. False
3. 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?
 - a. True
 - b. False

Assessment answers: Linking content

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Level 3

Assessment: Configuring Word options

1. You probably shouldn't use stricter settings than the trust Center defaults. True or false.
 - a. True
 - b. False
2. What features can you control in the Proofing section of the Word options window? Choose all that apply.
 - a. Additional editing languages
 - b. AutoCorrect
 - c. AutoRecover
 - d. Custom dictionaries
 - e. Macro settings
3. Changes you make in the Word Options window might affect other Microsoft Office applications such as Excel and PowerPoint. True or false?
 - a. True
 - b. False

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Assessment: Working with templates

1. When you attach a new template to a document, it doesn't necessarily change the document's appearance. True or false.
 - a. True
 - b. False
2. What can you do from the Organizer window? Choose all that apply.
 - a. Copy a style between templates.
 - b. Copy building blocks between templates.
 - c. Delete a custom style.
 - d. Delete a template.
3. 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.
 - a. True
 - b. False

Assessment answers: Working with templates

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 - a. True
 - b. **False**

Assessment: Tracking and reviewing changes

1. When multiple users have made tracked changes in a document, they are _____.
 - a. All identical
 - b. Displayed in different colors
 - c. Displayed in separate panes
 - d. Formatted differently
2. 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?

- a. Combine the documents.
 - b. Compare the documents.
 - c. Compare each document with the original version, then combine the results of each comparison.
 - d. None of the above; without tracked changes, you have to reconcile them manually.
3. Even when you hide certain types of markup using the Show Markup options, they'll still be visible in the Revision pane. True or false?
- a. True
 - b. False
4. By default, a double-strikethrough indicates that text has been _____. Choose the best answer.
- a. Commented upon
 - b. Deleted
 - c. Moved
 - d. Reformatted

Assessment answers: Tracking and reviewing changes

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Assessment: Internal references

1. What is true about bookmark names? Choose all that apply.
 - a. They cannot contain spaces.
 - b. They cannot contain underscores.

- c. They may begin with a letter or a number.
 - d. They may begin with a letter.
 - e. They may begin with a number.
2. When you move the full contents of a bookmark, the bookmark itself also moves. True or false?
- a. True
 - b. False
3. Cross-references are useful, even if you're planning to print the document. True or false?
- a. True
 - b. False
4. Unlike an ordinary hyperlink, a cross-reference _____. Choose all that apply.
- a. Appears as normal text when printed
 - b. Automatically updates its text whenever fields are updated.
 - c. Can point to a bookmark
 - d. Can point to an external document

Assessment answers: Internal references

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Assessment: Indexing

1. Word can only create two index levels. True or false?
- a. True
 - b. False
2. What index type might you use if you have a lot of subentries but space is limited? Choose the best response.
- a. Cross-referenced
 - b. Indented
 - c. Right-aligned
 - d. Run-in

3. 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?
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Assessment answers: Indexing

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Assessment: Citing external sources

1. The citation style you should use depends largely on your subject matter and chosen audience. True or false?
 - a. True
 - b. False
2. Which of the following statements are true about sources?
 - a. Each source must have a unique tag name.
 - b. Each source must have a unique title.
 - c. Every source you define is stored in a master list on your computer.
 - d. Multiple authors must be entered one at a time in a separate window.
 - e. The file names you're prompted to enter depend on the type of source.
3. How can you keep a customized bibliography format? Choose the best response.
 - a. Download it from Office.com
 - b. Save it as a building block
 - c. Save it as a document template
 - d. You can't but must manually edit it for each document.
4. A Table of Authorities is typically found only in what kind of document?
 - a. Educational
 - b. Humanities
 - c. Legal
 - d. Scientific

Assessment answers: Citing external sources

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Assessment: Recipient lists

1. A recipients list doesn't allow custom fields, but there are generic fields you can use however you like. True or false?
 - a. True
 - b. False
2. You can import a recipient list from a text file. True or false/
 - a. True
 - b. False
3. After customizing an imported address list, you find a misspelled street name. How can you most easily correct it? Choose the best answer.
 - a. Click Validate addresses in the Mail Merge Recipients window.
 - b. Edit the data source in its original application, then repeat the import process.
 - c. Edit the file directly in the Mail Merge Recipients window.
 - d. Open the data source from within the Mail Merge Recipients window, and edit the field there. Choose the best answer.

Assessment answers: Recipient lists

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 - d. **Open the data source from within the Mail Merge Recipients window, and edit the field there.**

Assessment: Performing mail merge

1. The Mail Merge Wizard is a very different process than manually performing a mail merge. True or false?
 - a. True
 - b. False
2. What should you use to skip a record that matched certain criteria? Choose the best response.
 - a. A merge field
 - b. A merge filter
 - c. A merge match
 - d. A merge rule
3. The process for editing a merge field can be used on other types of fields as well. True or false?
 - a. True
 - b. False
4. What happens when you finalize a merge and choose a document output? Choose the best response.
 - a. Word creates each record as a separate document in the same folder as the original document.
 - b. Word creates a single new document with each record in its own section.
 - c. Word inserts each record as a new section in the existing document.
 - d. Word preserves the merge fields, and only finalizes the records once you print the document.

Assessment answers: Performing mail merge

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Assessment: Envelopes and labels

1. In general, you need a specialized printer to output envelopes or labels in Word. True or false?
 - a. True
 - b. False
2. 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?
 - a. True
 - b. False
3. When you create a page of labels, what does Word use to separate individual labels? Choose the best answer.
 - a. Section breaks
 - b. Tab stops
 - c. Table cells
 - d. Text boxes
4. When you create a label merge, how does Word separate each record? Choose the best answer.
 - a. An AddressBlock field
 - b. A Next Record field
 - c. A section break
 - d. A table cell

Assessment answers: Envelopes and labels

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Assessment: Macros

1. Regardless of how you create a macro, Word stores it as a VBA program. True or false?
 - a. True
 - b. False
2. Which window lets you move macros from one document to another?
 - a. Macro
 - b. Organizer
 - c. Recorder
 - d. Visual Basic Editor
3. What do you need to do to make a macro run whenever you start Word? Choose all that apply.
 - a. Configure the trust Center to allow all macros
 - b. Name it AutoExec
 - c. Name it AutoOpen
 - d. Store it in the default template
 - e. Store it in AutoExec.doc

Assessment answers: Macros

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Assessment: Forms

1. Which form controls require document protection to function? Choose the best answer.
 - a. ActiveX controls
 - b. Content controls
 - c. Legacy form fields
 - d. All the above.

2. Although they can be selected individually, check-box controls are arranged in groups using tag properties. True or false?
 - a. True
 - b. False
3. 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.
 - a. Building Block gallery
 - b. Combo Box
 - c. Drop=Down List
 - d. Tich Text
4. To export content control form data to a database, you need to use VBA code. True or false?
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