

## Tutorials 2 & 3 Take-Home Test: Microsoft Word

**Course:** Word Processing

**Instructor:** Ms. Ann Gordon

**Semester:** Fall 1998

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Directions:** Answer as many questions as you can without opening your textbook. You may refer to your textbook for any questions you cannot answer. This Take-Home Test must be handed in next Wednesday and will not be accepted late.

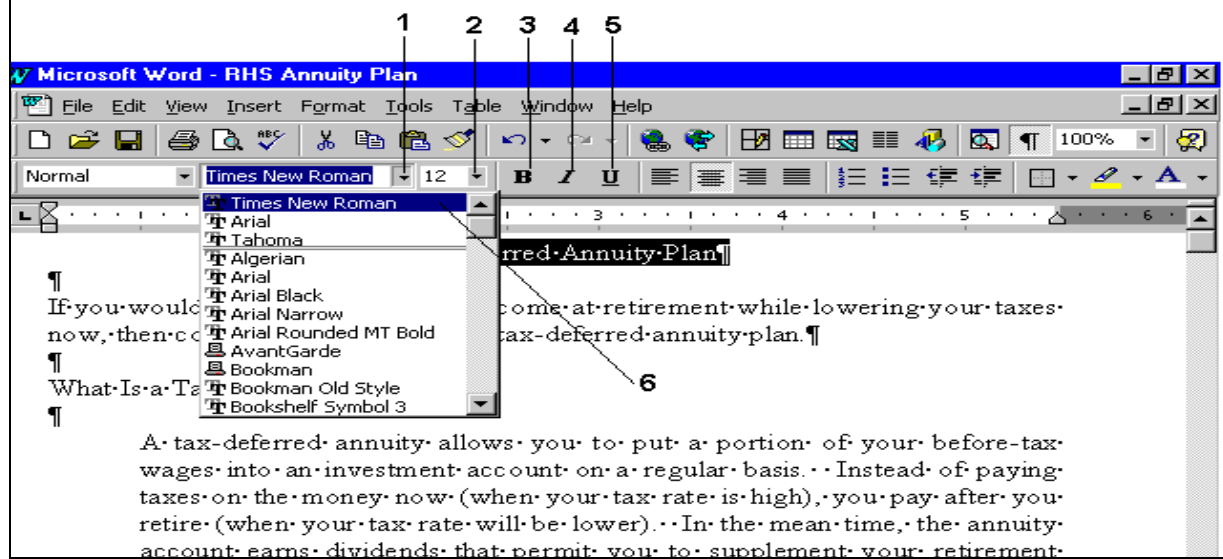
### **Multiple Choice Questions:**

1. To open an existing document, click the Open button on the:
  - a. Standard toolbar
  - b. Formatting toolbar
  - c. Status bar
  - d. Vertical scroll bar
  
2. One way to move the insertion point is to:
  - a. Click Exit on the menu bar
  - b. Point and click the pointer in another part of the document
  - c. Press the Shift key
  - d. All of the above
  
3. To move the insertion point to the beginning of the current line, press:
  - a. [Home]
  - b. [Ctrl] + [Home]
  - c. [PageUp]
  - d. [Ctrl] + [PageUp]
  
4. To move the insertion point down one paragraph at a time, press:
  - a. down arrow
  - b. [Ctrl] + down arrow
  - c. [Alt] + down arrow
  - d. [Alt] + [Ctrl] + down arrow
  
5. To select a paragraph,
  - a. Press the [Ctrl] key and click in the selection bar, or triple-click in the selection bar
  - b. Double-click in the selection bar next to the paragraph, or triple-click within the paragraph
  - c. Press the [Ctrl] key and click within the paragraph
  - d. Double-click the paragraph
  
6. To select a line,
  - a. Click and drag in the selection bar next to the line
  - b. Press the Control key and click within the line
  - c. Double-click within the line
  - d. Click in the selection bar next to the line

7. MS Word's "select, then do" feature allows you to select a block of text and then:
  - a. Delete the block
  - b. Move the block
  - c. Format the block
  - d. All of the above
  
8. To select a word in a document:
  - a. Click in the selection bar next to the line containing the word
  - b. Press the [Ctrl] key and click within the word
  - c. Double-click the word
  - d. Press the [Alt] key and click within the word
  
9. To select the entire document, do which of the following:
  - a. Press and hold the Control key and click in the selection bar, or triple-click in the selection bar
  - b. Double-click the vertical scroll box
  - c. Click and drag in the selection bar next to the document
  - d. Click in the selection bar next to the document
  
10. To reverse the very last change you made to a document, click the:
  - a. Redo button
  - b. Undo button
  - c. Save button
  - d. Paste button
  
11. You can reverse the action of the Undo command by using:
  - a. Save As
  - b. Close
  - c. Redo
  - d. Reformat
  
12. Removing text or a graphic from a document and placing it on the Clipboard is called:
  - a. Dragging
  - b. Dropping
  - c. Cutting
  - d. Pasting
  
13. The quickest and easiest way to locate a particular word or phrase in a document is to use the:
  - a. Replace command
  - b. Find command
  - c. Lookup command
  - d. Search command
  
14. Transferring a copy of the text from the Clipboard into a document at the insertion point is called:
  - a. Pasting
  - b. Copying
  - c. Cutting
  - d. Selecting
  
15. Margin settings for the entire document can be changed with the:
  - a. Margins command
  - b. Page Setup command
  - c. Layout command
  - d. Formatting command

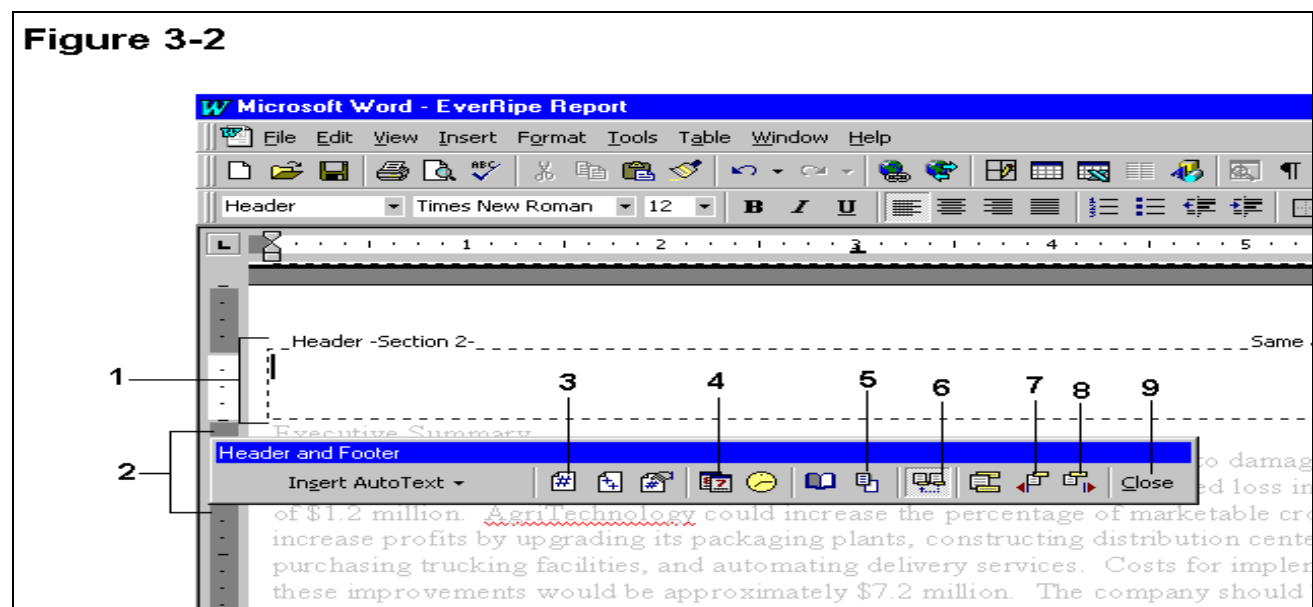
16. For the top and bottom margins, MS Word uses the default setting of:
  - a. 1 inch
  - b. 2 inches
  - c. 1.5 inches
  - d. 1.25 inches
  
17. To quickly indent a single paragraph, you can use the:
  - a. Increase Indent button
  - b. Decrease Indent button
  - c. Justify button
  - d. Center button
  
18. A font that does not have the small horizontal lines at the tops and bottoms of letters is called:
  - a. A roman font
  - b. A sans serif font
  - c. An italic font
  - d. A title font
  
19. Which of the following is ONE way to change the font of selected text?
  - a. Click the Font button on the Standard toolbar and then select the desired font from the pop-up menu.
  - b. Click the Font list arrow on the Standard toolbar to display the list of fonts and then select the desired font.
  - c. Double-click the mouse button and then select the desired font from the pop-up menu.
  - d. Click the Font list arrow on the Formatting toolbar to display the list of fonts and then select the desired font from the list.
  
20. When you want to emphasize a list of items, you can use:
  - a. Characters and tabs
  - b. Nonprinting characters
  - c. Bullets or numbers
  - d. None of the above
  
21. A text's vertical spacing is also referred to as:
  - a. Tabs
  - b. Alignment
  - c. Justification
  - d. Line spacing
  
22. In Figure 2-4, item number 5 identifies the:
  - a. Bold button
  - b. Italic button
  - c. Underline button
  - d. None of the above
  
23. In Figure 2-4, item number 3 identifies the:
  - a. Bold button.
  - b. Italic button.
  - c. Underline button.
  - d. none of the above.

Figure 2-4



24. In Figure 2-4, item number 4 identifies the:
- Bold button
  - Italic button
  - Underline button
  - None of the above
25. To divide a document into sections, insert a:
- Page break
  - Column break
  - New paragraph
  - Section break
26. What unit or part of a document can have its own page orientation, margins, headers, footers, and vertical alignment?
- Page
  - Column
  - Section
  - Paragraph
27. If you want a vertical alignment change to affect only one section of your document, be sure the 'Apply to' list box is set to:
- First section
  - All sections
  - This page
  - This section
28. Vertical alignment specifies how a page of text is positioned on the page between the:
- Left and right margins
  - Top and bottom margins
  - Page breaks
  - Section breaks

29. To change the vertical alignment of a section, click \_\_\_\_\_, click Page Setup, and then click the Layout tab.
  - a. File
  - b. Edit
  - c. View
  - d. Insert
  
30. To see exactly how a header will appear on the printed page, you can switch to:
  - a. Normal view
  - b. Online layout view
  - c. Outline view
  - d. Page layout view
  
31. If Annie clicks item number 9 in Figure 3-2 below, she will close the:
  - a. Document
  - b. MS Word application
  - c. Footer section
  - d. Header and Footer toolbar
  
32. In Figure 3-2, item 5 is:
  - a. Show/Hide Document Text button
  - b. Show Next button
  - c. Same as Previous button
  - d. Insert Page Number button
  
33. Clicking item item 8 in Figure 3-2 will:
  - a. Display the header area for the previous section
  - b. Display the header area for the next section
  - c. Close the Header and Footer toolbar
  - d. Insert the page number into the header



34. In Figure 3-2, item 1 is pointing to the:
  - a. Header box
  - b. Header area
  - c. Footer area
  - d. Insertion box
  
35. In Figure 3-2, item 6 is pointing to which button?
  - a. Show/Hide Document Text
  - b. Show Next
  - c. Same as Previous
  - d. Insert Page Number
  
36. In Figure 3-2, item 2 is pointing to the:
  - a. Header and Footer toolbar
  - b. Insert Header toolbar
  - c. Header toolbar
  - d. Formatting toolbar
  
37. MS Word provides templates for formatting:
  - a. Reports
  - b. Brochures
  - c. Letters
  - d. All of the above
  
38. The first step in applying a template's styles to a document is to:
  - a. Highlight individual parts of the document
  - b. Select the appropriate style from the Style list on the Formatting toolbar
  - c. Select the appropriate template from the Template list in the Style Gallery dialog box
  - d. None of the above
  
39. Information arranged in horizontal rows and vertical columns is called a:
  - a. Cell
  - b. Table
  - c. Document
  - d. Report
  
40. The MS Word feature that computes the totals of numeric columns in a table is called:
  - a. AutoSum
  - b. Number Format
  - c. Table Formula
  - d. AutoAdd
  
41. To add a gray or colored background to document text, you select the text, click Format on the menu bar, and then click:
  - a. Graytone Background
  - b. Table Shades
  - c. Borders and Shading
  - d. None of the above

## **TRUE – FALSE QUESTIONS**

1. To vertically align a section, you first select Page Setup from the File menu.
  - a. True
  - b. False
2. Vertical alignment refers to how a page of text is positioned on the page between the left and right margins.
  - a. True
  - b. False
3. You cannot see headers in normal view.
  - a. True
  - b. False
4. The current paragraph is the paragraph where the cursor is located.
  - a. True
  - b. False
5. A template is a set of predefined styles designed for a specific type of document.
  - a. True
  - b. False
6. You can enter text in a table by moving the insertion point into a cell and typing.
  - a. True
  - b. False
7. Just like in a paragraph, you must select text within a table in order to edit it.
  - a. True
  - b. False
8. To rename a file, select Save As from the File menu.
  - a. True
  - b. False