

ESSENTIALS WORD 2002 LEVEL 3 TEST BANK

Project 1 Test

Multiple Choice

1. What is the advantage of using Word's Compare and Merge feature over traditional comparison methods?
 - a. You control the original copy and the changes made to the final document.
 - b. Everyone can review the document at the same time.
 - c. It is faster than comparing on paper.
 - d. all of the above

Answer: d Lesson: 5

2. Which of the following statements is not true about versions?
 - a. The versions are saved with the original document.
 - b. Only the differences between the versions and the original are saved.
 - c. The versions are not a separate file.
 - d. Versions require more disk space than the original.

Answer: d Lesson: 6

3. What indicates that the track changes feature is on in the Status bar?
 - a. TRK
 - b. TC
 - c. OVR
 - d. REV

Answer: a Lesson: 1

4. How does text appear that has been inserted when track changes is active?
 - a. different color font and underlined
 - b. different color font
 - c. bold text and different color font
 - d. italicized, different color font

Answer: a Lesson: 1

5. Which of the following is not a form of protection in Word?
 - a. password
 - b. read-only
 - c. digital signature
 - d. archive

Answer: d Lesson: 7

6. If you replace text when tracking changes, how is that change accepted?
- You accept the deletion of text then the insertion of text one at a time.
 - You use the Accept all command.
 - You double-click the Accept option.
 - You choose Accept, then answer Yes in the dialog box.

Answer: a Lesson: 3

7. Why would you use a digital certificate?
- Sharing of files increases the risk of viruses.
 - It ensures the validity of the file.
 - You must have a signature to send a Word document with email.
 - If you want a signature in an email message, you add a digital certificate.

Answer: a Lesson: 8

8. By using the Show menu on the Reviewing toolbar, which of the following items can you review?
- comments
 - insertions and deletions
 - formatting
 - Reviewer information

Answer: b Lesson: 2

9. Which of the following is not a choice when sending email through Word?
- Send to a single reviewer
 - Send to multiple reviewers at once
 - Send to multiple reviewers, one at a time, in a particular order
 - Send to multiple reviewers, one at a time, sending to the second reviewer once you get a return response from the first reviewer, and so on

Answer: d Lesson: 4

10. How is text marked in a merged document when comparing?
- with balloons
 - boxes around the changed text
 - highlight around the changed text
 - all of the above

Answer: a Lesson: 5

True/False

1. Compare and Merge looks for formatting changes unless you choose not to compare formatting.

Answer: True Lesson: 5

2. You can display reviewer comments for one reviewer at a time.

Answer: True Lesson: 2

3. Signing a document and attaching a digital certificate should be the last thing you do before distributing the document.

Answer: True Lesson: 8

4. Word's collaboration feature makes working on a project with multiple people simpler.

Answer: True Lesson: Introduction

5. When sending a document for review, the subject heading and the message text are automatically created.

Answer: True Lesson: 4

6. Differences between two documents are shown in balloons if you use the Compare and Merge feature.

Answer: True Lesson: 5

7. Saving a version of a document is like using Save As to save another copy of the document.

Answer: False Lesson: 6

8. You can print a document with changes displayed.

Answer: True Lesson: 1

9. You can use a routing slip to send a document to more than one recipient.

Answer: True Lesson: 4

10. Word uses a different color for each reviewer when tracking changes.

Answer: True Lesson: 1

Fill-in-the-Blanks

1. A(n) _____ is an attachment to a file or email that guarantees the authenticity of the file.

Answer: digital certificate Lesson: 8

2. _____ allow you to accept or reject changes indicated by revision marks.

Answer: markup tools Lesson: 1

3. Word has a(n) _____ feature to make sure no unauthorized changes are made to a document.

Answer: protection Lesson: 7

4. A series of characters, known as a(n) _____ can be required for a file to be opened.

Answer: password Lesson: 7

5. Changes made in a document are indicated by _____.

Answer: revision marks Lesson: 1

6. When you send a document through Word's email feature, a(n) _____ is attached with a list of recipients and your instructions about how it is to be sent.

Answer: routing slip Lesson: 4

7. Word allows you to monitor revisions through the _____ feature.

Answer: track changes Lesson: 1

8. A(n) _____ is a snapshot of a document which is marked with reviewer name, date, and time of revision.

Answer: version Lesson: 6

9. A(n) _____ is a vertical black line that indicates where changes have been made.

Answer: changed line Lesson: 1

10. When a document is set to _____, it can be edited but the changes must be saved with a different filename.

Answer: read-only Lesson: 7