**Word 2007 Unit A: Creating Documents With Word 2007**

**TRUE/FALSE**

1. When you copy text, you retype it in a new location.

ANS: F PTS: 1 REF: Word 2

2. Mail Merge can be used to create form letters and mailing labels.

ANS: T PTS: 1 REF: Word 2

3. The insertion point is the blinking vertical line in the document window.

ANS: T PTS: 1 REF: Word 4

4. The Quick Access toolbar can be modified to display the commands you use most frequently.

ANS: T PTS: 1 REF: Word 4

5. If you want uniform spacing between lines and paragraphs, apply the No Spacing style to the document.

ANS: T PTS: 1 REF: Word 6

6. The first time you save a document, the Save As dialog box opens.

ANS: T PTS: 1 REF: Word 8

7. Before deleting, editing, or formatting text, you must select the text.

ANS: T PTS: 1 REF: Word 10

8. As you type in Word, the insertion point automatically moves to the next line of the document when you reach the right margin.

ANS: T PTS: 1 REF: Word 6

9. The Mini toolbar appears faintly above text when you first select it.

ANS: T PTS: 1 REF: Word 12

10. You can edit a document in Print Preview.

ANS: T PTS: 1 REF: Word 12

**MODIFIED TRUE/FALSE**

1. The Quick Access toolbar is customizable. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANS: T PTS: 1 REF: Word 4

2. To select a sentence, you press and hold [Shift], and then click the sentence. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANS: F, [Ctrl]

PTS: 1 REF: Word 10

3. The rulers appear in the document window in Print Layout view. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANS: T PTS: 1 REF: Word 4

4. To reverse an AutoCorrect adjustment, immediately click the Redo button on the Quick Access toolbar. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANS: F, Undo

PTS: 1 REF: Word 6

5. To print a document using the default print settings, click Quick Print on the Print menu. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANS: T PTS: 1 REF: Word 12

**MULTIPLE CHOICE**

1. Which type of document would you create with the Word Mail Merge feature?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Directory | c. | Resume |
| b. | Book | d. | Newsletter |

ANS: A PTS: 1 REF: Word 2

2. Which task does Word *not* give you the ability to accomplish?

|  |  |
| --- | --- |
| a. | Add a photograph to a document. |
| b. | Create slides for a presentation. |
| c. | Copy and move text between documents. |
| d. | Control the layout of text and graphics on each page. |

ANS: B PTS: 1 REF: Word 2

3. Which element of the Word program window indicates where text will appear when you type?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | ScreenTip | c. | Zoom list arrow |
| b. | Click and Type pointer | d. | Insertion point |

ANS: D PTS: 1 REF: Word 4

4. What appears when you place the mouse over a button on the Ribbon?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Click and type pointer | c. | Toolbar Options button |
| b. | ScreenTip | d. | I-beam pointer |

ANS: B PTS: 1 REF: Word 4

5. Which pointer allows you to automatically apply paragraph formatting?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Click and type pointer | c. | Hand pointer |
| b. | I-beam pointer | d. | Selection pointer |

ANS: A PTS: 1 REF: Word 5

6. Which Word view can be helpful for creating columns of text?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Full Screen Reading | c. | Web Layout |
| b. | Print Layout | d. | Outline |

ANS: B PTS: 1 REF: Word 17

7. What is the default file format for Word 2007 documents?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | .docx | c. | .dotx |
| b. | .doc | d. | .wd |

ANS: A PTS: 1 REF: Word 8

8. Which Word view allows you to reorganize text by moving headings?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Draft | c. | Web Layout |
| b. | Print Layout | d. | Outline |

ANS: D PTS: 1 REF: Word 17

9. Which Word view shows a simplified layout of a document, without margins, headers or footers, or graphics?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Full Screen Reading | c. | Draft |
| b. | Print Layout | d. | Outline |

ANS: C PTS: 1 REF: Word 17

10. Which element of the Word program window contains buttons for performing operating commands?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Status bar | c. | Zoom slider |
| b. | Ribbon | d. | Vertical scroll bar |

ANS: B PTS: 1 REF: Word 4

11. Where in the Word program window would you find the left and right margins?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Vertical ruler | c. | Horizontal ruler |
| b. | Vertical scroll bar | d. | Horizontal scroll bar |

ANS: C PTS: 1 REF: Word 4

12. Which element of the Word program window displays tab settings?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Status bar | c. | Horizontal ruler |
| b. | Vertical ruler | d. | Scroll bar |

ANS: C PTS: 1 REF: Word 4

13. Where are the view buttons located in the Word program window?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | To the left of the Zoom level | c. | On the horizontal ruler |
| b. | To the left of the status bar | d. | On the title bar |

ANS: A PTS: 1 REF: Word 5

14. When you place the mouse pointer over a button or some other element of the Word program window, what appears?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | ScreenTip | c. | Horizontal scroll bar |
| b. | Vertical ruler | d. | Ribbon |

ANS: A PTS: 1 REF: Word 4

15. What is the temporary filename Word assigns a new blank document?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | File1 | c. | New File |
| b. | Document1 | d. | New Document |

ANS: B PTS: 1 REF: Word 4

16. Which automatic feature makes typographical adjustments as you type?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Smart tags | c. | AutoCorrect |
| b. | AutoComplete | d. | Spelling and Grammar |

ANS: C PTS: 1 REF: Word 6

17. Which key can be used to indent the first line of a paragraph?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Tab | c. | Delete |
| b. | Backspace | d. | Enter |

ANS: A PTS: 1 REF: Word 6

18. Which key is used to insert a blank line in a document?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Tab | c. | Enter |
| b. | Spacebar | d. | Insert |

ANS: C PTS: 1 REF: Word 6

19. Which automatic feature in Word suggests text to insert into the document as you type?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | AutoComplete | c. | AutoCorrect |
| b. | AutoText | d. | AutoType |

ANS: A PTS: 1 REF: Word 6

20. What appears on the screen when you place the mouse pointer under text that was corrected by AutoCorrect?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | A wavy underline | c. | A smart tag |
| b. | A blue box | d. | A ScreenTip |

ANS: B PTS: 1 REF: Word 7

21. Which element of the Save As dialog box is used to save a file with a different file extension?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Save in list arrow | c. | Save as type list arrow |
| b. | Filename text box | d. | Save button |

ANS: C PTS: 1 REF: Word 8

22. What do you see in the document window when the Show/Hide ¶ button is active?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Hidden text | c. | ScreenTips |
| b. | Spelling and grammar errors | d. | Formatting marks |

ANS: D PTS: 1 REF: Word 10

23. What happens when you click the Print command on the Print menu?

|  |  |
| --- | --- |
| a. | The document prints using the customized print settings. |
| b. | The Print dialog box opens. |
| c. | The document opens in Print Preview. |
| d. | The document opens in Print Layout view. |

ANS: B PTS: 1 REF: Word 12

24. Which setting cannot be changed using the Print dialog box?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | The range of pages to print | c. | The page margins |
| b. | The number of copies to print | d. | The default printer |

ANS: C PTS: 1 REF: Word 12

25. Which button is *not* on the Mini toolbar?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Bold | c. | Font |
| b. | Spelling | d. | Center |

ANS: B PTS: 1 REF: Word 13

26. Which action displays the Mini toolbar if it disappears?

|  |  |
| --- | --- |
| a. | Right-clicking the selection |
| b. | Clicking the Mini toolbar button on the Home tab |
| c. | Double-clicking the selection |
| d. | Pressing and holding [Ctrl], then clicking the selection |

ANS: A PTS: 1 REF: Word 12

27. What is a formatted document that contains placeholder text called?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Document1 | c. | Gallery |
| b. | Template | d. | Content Control |

ANS: B PTS: 1 REF: Word 14

28. What happens when you click the Zoom level button?

|  |  |
| --- | --- |
| a. | The Zoom dialog box opens. |
| b. | The current document zooms to Whole page view. |
| c. | The zoom level increases by five. |
| d. | The Zoom slider becomes active. |

ANS: A PTS: 1 REF: Word 16

29. What extension do files created in earlier versions of Word use?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | .doc | c. | .wrd |
| b. | .docx | d. | .xml |

ANS: A PTS: 1 REF: Word 8

**COMPLETION**

1. A software program that includes tools for entering, editing, and formatting text and graphics is called a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ program.

ANS: word processing

PTS: 1 REF: Word 2

2. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on the status bar allow you to display the document in different views.

ANS: view buttons

PTS: 1 REF: Word 4

3. The x in the default file .docx extension indicates a file is saved in the Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ format.

ANS: XML

PTS: 1 REF: Word 8

4. When you are typing, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ feature automatically moves the insertion point to the next line of a document when you reach the right margin.

ANS:

word-wrap

word wrap

PTS: 1 REF: Word 6

5. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ feature automatically corrects some spelling errors as you type.

ANS:

AutoCorrect

Auto Correct

PTS: 1 REF: Word 6

6. Press \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to insert the text suggested in an AutoComplete ScreenTip.

ANS:

[Enter]

Enter

PTS: 1 REF: Word 7

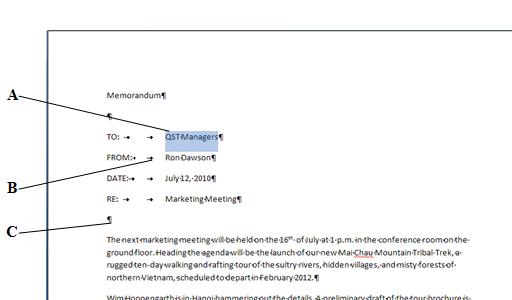
7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ view displays document text so it is easy to read and to annotate with comments and highlighting.

ANS: Full Screen Reading

PTS: 1 REF: Word 17

**MATCHING**

*Match the document element with its corresponding name.*



1. Tab formatting mark

2. Paragraph formatting mark

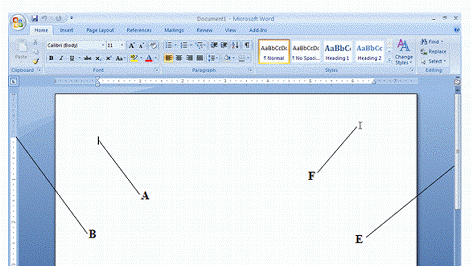
3. Selected text

1. ANS: B PTS: 1 REF: Word 10

2. ANS: C PTS: 1 REF: Word 10

3. ANS: A PTS: 1 REF: Word 11

*Match the element of the Word program window with the statement that describes it.*



4. Used to scroll a document

5. Shows the location text will appear when you type

6. Shows the top and bottom document margins

7. Used to move the insertion point

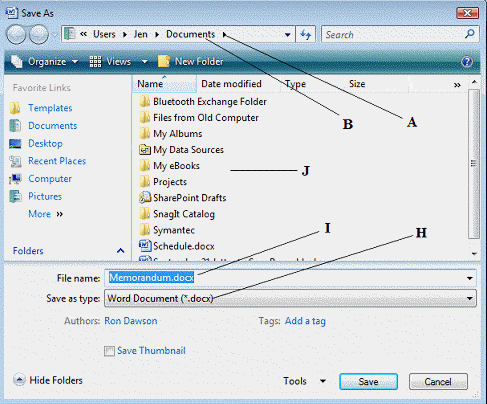
4. ANS: E PTS: 1 REF: Word 5

5. ANS: A PTS: 1 REF: Word 5

6. ANS: B PTS: 1 REF: Word 5

7. ANS: F PTS: 1 REF: Word 5

*Match each labeled element of the Save As dialog box with the statement that best describes it.*

**

8. The name of the current file

9. The name of the current drive or folder

10. Used to change the current drive or folder

11. The list of files and folders in the current drive

12. The file type of the current file

8. ANS: I PTS: 1 REF: Word 9

9. ANS: B PTS: 1 REF: Word 9

10. ANS: A PTS: 1 REF: Word 9

11. ANS: J PTS: 1 REF: Word 9

12. ANS: H PTS: 1 REF: Word 9

**ESSAY**

1. It is important to plan a document before you create it. List three things you should identify and consider before you plan the layout and design of a document.

ANS:

1. The audience for the document.

2. The purpose of the document, or the message you want it to convey.

3. The elements, such as tables or graphics, you want to include in the document.

4. The tone and look you want the document to have.

PTS: 1 REF: Word 3 TOP: Critical Thinking

2. Describe four different ways to select text. Name the text you want to select, such as a word or a sentence, and the describe how to select it.

ANS:

1. To select any amount of text, drag over the text.

2. To select a word, double-click the word.

3. To select a line of text, click with the right-pointing arrow pointer to the left of the line.

4. To select a sentence, press and hold [Ctrl], then click the sentence.

5. To select a paragraph, triple-click the paragraph or double-click with the right-pointing arrow pointer to the left of the paragraph.

6. To select a large block of text, click at the beginning of the selection, press and hold [Shift], then click at the end of the selection.

7. To select multiple nonconsecutive selections, select the first selection, then press and hold [Ctrl] as you select each additional selection

8. To select an entire document, triple-click with the right-pointing arrow pointer to the left of any text, press [Ctrl][A], or click the Select button in the Editing group on the Home tab, and then click Select All.

PTS: 1 REF: Word 10 TOP: Critical Thinking

3. Describe the five Word document views and tell when you might use each.

ANS:

There are five document views in Word.

1. The default view is Print Layout view, which is helpful for formatting text and pages, including adjusting document margins, creating columns of text, inserting graphics, and formatting headers and footers. You use Print Layout view when you want to see how the document will look on a printed page.

2. Draft view shows a simplified layout of a document, without margins, headers and footers, or graphics. You use Draft view when you want to quickly type, edit, and format text.

3. Full Screen Reading viewdisplays document text so that it is easy to read and annotate. You use Full Screen Reading view when you want to highlight content, add comments, and track and review changes.

4. Web Layout view allows you to accurately format Web pages or documents that will be viewed on a computer screen. You use Web Layout view when you need to see how a document will appear when viewed with a Web browser.

5. Outline view allows you to reorganize text by moving the headings. You use Outline view when you need to edit and format longer documents that include multiple headings.

PTS: 1 REF: Word 17 TOP: Critical Thinking

**CASE**

Tsue has been asked to submit a weekly report summarizing her projects. The weekly report should provide the same information each time. Tsue wants to simplify her task and be sure that she includes the same information in each report.

1. Tsue has decided to use a template to create her weekly report. Why?

ANS:

A template is a professionally-designed document that will provide a consistent look week after week for her reports. In addition, placeholder text can be replaced with text specific to her projects.

PTS: 1 REF: Word 14 TOP: Critical Thinking

2. Tsue has reviewed all the templates and can’t find one that really suits her needs. What can she do to simplify her task of writing a weekly report?

ANS:

Tsue can plan her document to be sure it includes all of the information she needs. She can write her first report and save it with a meaningful file name. Then she can save the document again with a new file name such as Weekly Report Model. She can edit this document to include only the information that stays the same each week, such as her name and the names of her projects. She can save this modified document, and then each week, open this document and fill in the appropriate information. Using the same document each week as the basis for her weekly report will give her report a consistent look and feel.

PTS: 1 REF: Word 3 TOP: Critical Thinking

Phoumy works in an office that has just started using Word 2007. He received a memo that all documents from this day forward are to be saved using the default Word 2007 file extension. As a result of this memo, Phoumy decides he needs to read about and understand Compatibility Mode.

3. Phoumy has been following the directive to save all files using the .docx file extension. But, he has to send a letter electronically to a customer. He does not know if the customer is using Word 2007. What should he do?

ANS:

Phoumy should create the letter and save it using the .docx file extension. Then he should resave the letter using the Word 97-2003 format, which will save the letter with the .doc file extension. Phoumy can then send the letter with the .doc file extension as an e-mail attachment to the customer. Phoumy might ask in the cover e-mail if the customer is using Word 2007, so he will know if he can send .docx documents in the future.

PTS: 1 REF: Word 8 TOP: Critical Thinking

4. Phoumy has created a document and saved it in the default 2007 Word file format. He has been asked to resave it in the Word 97-2003 format. What concerns should Phoumy have about changing the file format?

ANS:

Some of the document features, including built-in document themes, margins, text boxes, SmartArt, bibliographies, mail merge data, and certain theme colors, fonts, and effects will be permanently changed or will behave differently. Phoumy needs to review the document in its new .doc format to be sure the document still looks as expected, and to make appropriate changes if it does not.

PTS: 1 REF: Word 8 TOP: Critical Thinking

**Word 2007 Unit B: Editing Documents**

**TRUE/FALSE**

1. You can select text and then drag it to a new location using the mouse.

ANS: T PTS: 1 REF: Word 26

2. The last item copied from a document is stored on the system Clipboard.

ANS: T PTS: 1 REF: Word 26

3. The last item you cut or copy from a document is added to both the Office Clipboard and the system Clipboard.

ANS: T PTS: 1 REF: Word 26

4. The Clipboard task pane opens automatically any time you cut or copy text.

ANS: F PTS: 1 REF: Word 30

5. When you select the Match case check box in the Find and Replace dialog box, Word finds only exact matches for uppercase and lowercase characters as entered in the Find what text box.

ANS: T PTS: 1 REF: Word 32

6. If Word flags a word as misspelled that is spelled correctly, right-click the word and then click Accept Spelling.

ANS: F PTS: 1 REF: Word 34

7. The AutoCorrect feature automatically corrects all your spelling and grammar errors as you type.

ANS: F PTS: 1 REF: Word 35

8. Word inserts an AutoCorrect entry only after you press [Spacebar].

ANS: T PTS: 1 REF: Word 35

**MODIFIED TRUE/FALSE**

1. When text is cut from a document, it is copied to the Recycle Bin. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANS: F

Clipboard

Office Clipboard

system Clipboard

PTS: 1 REF: Word 26

2. The system Clipboard can hold up to 24 items. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANS: F, Office

PTS: 1 REF: Word 26

3. You can use the Arrange All command in the Window group on the View tab to display two open documents at the same time. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANS: T PTS: 1 REF: Word 31

4. Word inserts an AutoCorrect entry only after you press [Spacebar]. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANS: T PTS: 1 REF: Word 35

5. Right-clicking a hyperlink and clicking Delete hyperlink, removes the link but leaves the text. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANS: F, Remove hyperlink

PTS: 1 REF: Word 38

**MULTIPLE CHOICE**

1. Which command is used to create a new file that is a copy of the original?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Save | c. | More Documents |
| b. | Save As | d. | New From Existing |

ANS: B PTS: 1 REF: Word 26

2. "Cut and paste" describes what operation?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Copying text | c. | Replacing text |
| b. | Deleting text | d. | Moving text |

ANS: D PTS: 1 REF: Word 26

3. What is the keyboard shortcut for cutting text?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | [Ctrl][Q] | c. | [Ctrl][V] |
| b. | [Ctrl][C] | d. | [Ctrl][X] |

ANS: D PTS: 1 REF: Word 27

4. What is the keyboard shortcut for pasting text?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | [Ctrl][A] | c. | [Ctrl][V] |
| b. | [Ctrl][P] | d. | [Ctrl][X] |

ANS: C PTS: 1 REF: Word 27

5. What is the keyboard shortcut for copying text?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | [Ctrl][C] | c. | [Ctrl][Q] |
| b. | [Ctrl][A] | d. | [Ctrl][V] |

ANS: A PTS: 1 REF: Word 27

6. Where are the Word keyboard shortcuts listed?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | In the Word Read Me file | c. | In the Shortcut task pane |
| b. | On the Word menus | d. | In Word ScreenTips |

ANS: D PTS: 1 REF: Word 27

7. What happens when text is dragged to a new location in the document?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | The text is stored on the Clipboard. | c. | The text is deleted from the document. |
| b. | The formatting of the text changes. | d. | The text is moved to the new location. |

ANS: D PTS: 1 REF: Word 26

8. Which command is used to insert text that is stored on the Clipboard into a document?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Paste | c. | Replace |
| b. | Office Clipboard | d. | Insert |

ANS: A PTS: 1 REF: Word 26

9. Which of the following is not a way to add the selected text to the Clipboard?

|  |  |
| --- | --- |
| a. | Press [Ctrl][C]. |
| b. | Click the Copy button. |
| c. | Press [Ctrl] and drag the text to a new location. |
| d. | Press [Ctrl][X]. |

ANS: C PTS: 1 REF: Word 26 | Word 27

10. Which of the following does not occur when you copy text and then click the Paste button?

|  |  |
| --- | --- |
| a. | The pasted text is removed from the Office Clipboard. |
| b. | The Paste Options button appears. |
| c. | The text is inserted at the location of the insertion point. |
| d. | The text you copied remains in its original location. |

ANS: A PTS: 1 REF: Word 30

11. What is the function of the Paste Options button?

|  |  |
| --- | --- |
| a. | To copy the text to the Clipboard. |
| b. | To paste the text at the location of the insertion point. |
| c. | To paste the text as a hyperlink. |
| d. | To change the formatting of pasted text. |

ANS: D PTS: 1 REF: Word 28

12. Which command is used to display two different parts of the same document in the document window?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Scroll | c. | Arrange All |
| b. | Split | d. | Window |

ANS: B PTS: 1 REF: Word 28

13. What happens when you click an item on the Office Clipboard?

|  |  |
| --- | --- |
| a. | The item is moved to the system Clipboard. |
| b. | A ScreenTip appears. |
| c. | The item is deleted from the Office Clipboard. |
| d. | The item is pasted in the document at the location of the insertion point. |

ANS: D PTS: 1 REF: Word 30

14. What kind of items can be stored on the Office Clipboard?

|  |  |
| --- | --- |
| a. | Items collected from Word only |
| b. | Items collected from any Office program |
| c. | Items collected from any word processing program |
| d. | Items collected from any word processing or graphic program |

ANS: B PTS: 1 REF: Word 30

15. What happens when you add a 25th item to the Office Clipboard?

|  |  |
| --- | --- |
| a. | The last item it deleted. |
| b. | The first item is deleted. |
| c. | A dialog box opens. |
| d. | You cannot add a 25th item to the Office Clipboard. |

ANS: B PTS: 1 REF: Word 30

16. How do you delete an individual item from the Office Clipboard?

|  |  |
| --- | --- |
| a. | Click the list arrow next to the item, then click Delete. |
| b. | Select the item, then press the Delete key. |
| c. | Click Clear All in the Clipboard task pane. |
| d. | Paste the item in the document. |

ANS: A PTS: 1 REF: Word 30

17. Which of the following statements is not true of the Office Clipboard?

|  |  |
| --- | --- |
| a. | The last item collected from a document is displayed at the bottom of the Clipboard task pane. |
| b. | You can use the Paste button to insert the last item collected from the Office Clipboard into a document. |
| c. | The last item collected is also stored on the system Clipboard. |
| d. | Items remain on the Office Clipboard after you paste them. |

ANS: A PTS: 1 REF: Word 30

18. Which feature would you use to find and insert a synonym for an overused word?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Spelling and Grammar | c. | Find and Replace |
| b. | Thesaurus | d. | AutoCorrect |

ANS: B PTS: 1 REF: Word 36

19. Which feature could you use to highlight all instances of a word in a document?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Spelling and Grammar | c. | Thesaurus |
| b. | Find and Replace | d. | AutoCorrect |

ANS: B PTS: 1 REF: Word 32

20. Which feature would you use to correct words that you frequently misspell as you type?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Spelling and Grammar | c. | Find and Replace |
| b. | Thesaurus | d. | AutoCorrect |

ANS: D PTS: 1 REF: Word 35

21. If a document window had been split into two panes, how can you restore the window to a single pane?

|  |  |
| --- | --- |
| a. | Right-click one of the panes and click Close Pane. |
| b. | Double-click the split bar. |
| c. | Click the Split button in the Window group on the View tab. |
| d. | Drag the split bar to the bottom of the document. |

ANS: B PTS: 1 REF: Word 28

22. How do you display the Office Clipboard?

|  |  |
| --- | --- |
| a. | Cut or copy text. |
| b. | Click Clipboard on the Quick Access toolbar. |
| c. | Click the Clipboard button on the View tab. |
| d. | Click the laucher in the Clipboard group on the Home tab. |

ANS: D PTS: 1 REF: Word 30

23. What command can you use to quickly move the insertion point to a specific location?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Find command | c. | Next command |
| b. | Go To command | d. | Search for command |

ANS: B PTS: 1 REF: Word 32

24. What resources does the Research task pane provide access to?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Dictionaries | c. | Translations |
| b. | Encyclopedias | d. | All of the above |

ANS: D PTS: 1 REF: Word 36

25. How do you add available resources from the Research task pane?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Click Insert Resource | c. | Click the Research task pane list arrow |
| b. | Click Research options | d. | Click the Go button |

ANS: B PTS: 1 REF: Word 36

26. What do you call an informal journal that is created by an individual or a group and made available to the public on the Internet?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Blog | c. | Web page |
| b. | Web journal | d. | Chat |

ANS: A PTS: 1 REF: Word 37

27. By default, Word automatically creates a hyperlink to which of the following?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | The words Your Name | c. | The name of a company with a Web page |
| b. | The name of a Web site | d. | An e-mail address |

ANS: D PTS: 1 REF: Word 38

28. Which command do you use if you want to make a document read-only so it cannot be modified by viewers?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Document Inspector | c. | Mark as Final |
| b. | Compatibility Checker | d. | Prepare |

ANS: C PTS: 1 REF: Word 40

29. Where can you view a summary of information about your document?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Document Information panel | c. | Compatibility Checker |
| b. | View tab | d. | Document Inspector |

ANS: A PTS: 1 REF: Word 41

30. Which tab in the Properties dialog box shows the date and time a file was created or last modified?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Statistics | c. | Contents |
| b. | General | d. | Summary |

ANS: B PTS: 1 REF: Word 41

**COMPLETION**

1. When text is cut from a document, it is stored on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

ANS:

Clipboard

Office Clipboard

system Clipboard

PTS: 1 REF: Word 26

2. To reverse the last action you took in a document, click the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ button on the Quick Access toolbar.

ANS: Undo

PTS: 1 REF: Word 28

3. Clicking an item on the Office Clipboard \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the item in the document at the location of the insertion point.

ANS: pastes

PTS: 1 REF: Word 30

4. The Office Clipboard holds up to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ items.

ANS:

24

twenty four

PTS: 1 REF: Word 26

5. To insert the last item stored on the Office Clipboard into a document, click the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ button in the Clipboard group on the Home tab.

ANS: Paste

PTS: 1 REF: Word 26

6. User-defined details about a file that describe its contents and origin are called the document \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

ANS: properties

PTS: 1 REF: Word 40

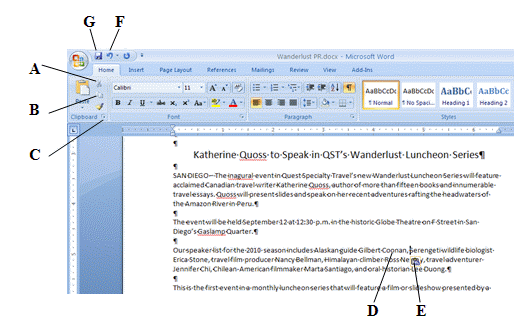
7. You can edit a document that is marked as final by turning off the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ status.

ANS: Mark as Final

PTS: 1 REF: Word 40

**MATCHING**

*In the figure below, match each label with the statement that best describes it.*



1. Opens the Clipboard task pane.

2. Removes text from the document and places it on the Clipboard.

3. Copies text.

4. Reverses the last change made to a document.

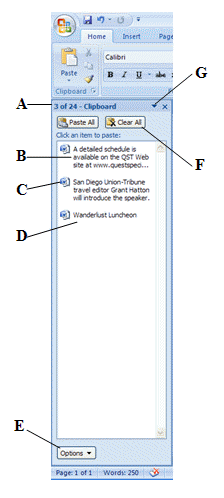
1. ANS: C PTS: 1 REF: Word 30

2. ANS: A PTS: 1 REF: Word 26

3. ANS: B PTS: 1 REF: Word 28

4. ANS: F PTS: 1 REF: Word 26

*In the figure below, match each label with the statement that best describes it.*

****

5. The last item collected to the Clipboard.

6. Shows the program from which the item was collected.

7. The first item collected to the Clipboard.

8. Resizes or moves the task pane.

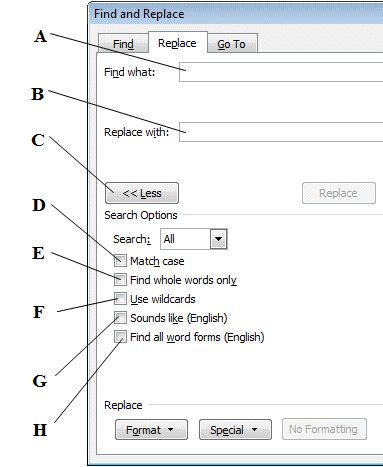
5. ANS: B PTS: 1 REF: Word 30 | Word 31

6. ANS: C PTS: 1 REF: Word 30

7. ANS: D PTS: 1 REF: Word 30 | Word 31

8. ANS: G PTS: 1 REF: Word 31

*Referring to the figure below, match each find and replace example with the appropriate search option.*



9. Use to replace "President" but not "president."

10. Use to replace "there" and "their."

11. Use to type replacement text.

12. Use to replace "red" but not "redo."

9. ANS: D PTS: 1 REF: Word 33

10. ANS: G PTS: 1 REF: Word 33

11. ANS: B PTS: 1 REF: Word 32 | Word 33

12. ANS: E PTS: 1 REF: Word 33

**ESSAY**

1. List two differences between the Office Clipboard and the system Clipboard.

ANS:

1. The Office Clipboard holds up to 24 items; the system Clipboard holds just one item.

2. The items on the Office Clipboard can be viewed in the Clipboard task pane; you cannot view the item on the system Clipboard.

PTS: 1 REF: Word 26 | Word 30 TOP: Critical Thinking

2. Describe how to copy an item from one document and paste it in another.

ANS:

The answer should include the following steps:

1. Open both documents.

2. Select the text you want to copy.

3. Use the Copy button or [Ctrl][C] to copy the selected text to the Clipboard. The text is copied to both the system Clipboard and the Office Clipboard.

4. Switch to the other document by clicking the button for that document on the task bar. Alternatively, use the Arrange All button or the View Side by Side button to display both documents at the same time.

5. Place the insertion point in the location where you want to paste the text.

6. Use the Paste button or [Ctrl][V] to paste the text at the location of the insertion point. You can also click the item on the Office Clipboard to paste the text.

PTS: 1 REF: Word 28 | Word 31 TOP: Critical Thinking

3. Describe three tools available through the Prepare command and summarize why the Prepare command and its tools are important.

ANS:

Three of the following tools available through the Prepare command should be named and explained:

1. Properties: Use this tool to view and modify the standard document properties and to open the Properties dialog box.

2. Inspect Document: Use this tool to detect and remove unwanted private or proprietary information from a document, including document properties, comments, revisions, annotations, personal information, custom XML data, and hidden text.

3. Encrypt Document: Use this tool to add encryption to a document to make it more secure.

4. Add a Digital Signature: Use this tool to add an invisible digital signature to a document to verify its authenticity and integrity.

5. Mark as Final: Use this tool to indicate to readers that a document is read-only and cannot be edited.

6. Run Compatibility Checker: Use this tool to check the document for features that are not supported by previous versions of Microsoft Word.

Summary: The Prepare command is important because it includes tools for stripping a document of sensitive information, for securing a document’s authenticity, and for guarding a document from unwanted changes once it is distributed to the public.

PTS: 1 REF: Word 40 TOP: Critical Thinking

**CASE**

LiAnn and her coworkers have just completed an employee newsletter. They each worked on the newsletter, sharing comments back and forth. LiAnn is going to mail the newsletter to all customers as well as make it available as a download on the company intranet site. The newsletter can be read on the company intranet site or downloaded by employees.

1. What steps should LiAnn follow to insure that all sensitive information has been stripped from the document?

ANS:

LiAnn should do the following:

1. Click the Office button, point to Prepare, then click Inspect Document.

2. Make sure all check boxes are selected, then click Inspect.

3. Click Remove All next to each category to ensure that sensitive information is removed, then click Close.

4. Save the document.

PTS: 1 REF: Word 40 TOP: Critical Thinking

2. After reading the newsletter, the human resources director asks LiAnn to change each occurrence of the word “review” to “evaluation” in the article he submitted. LiAnn knows the word has been used numerous times, and that the word is sometimes used as “review” and sometimes as “Review.” What should LiAnn do to replace each occurrence of the word quickly and accurately?

ANS:

LiAnn should use the Find and Replace dialog box to conduct two searches. The first time she should search for “Review” and replace it with “Evaluation”, making sure that the Match case check box is selected. She should replace all occurrences. Then she should conduct a second search for “review” and replace that word with “evaluation”, making sure again that the Match case check box is selected. Again, she should replace all occurrences. Finally to be sure that the word has been replaced correctly each time, she should conduct one last search, this time making sure that the Match case check box is not selected and that Highlight All is selected. After the search is conducted, she can skim the newsletter to check for the accuracy of each highlighted word, making adjustments as needed.

PTS: 1 REF: Word 32 TOP: Critical Thinking

Clark is writing his first fiction story. He has gathered his resources, outlined his story, and he has started writing his story. The setting of the story is in a small town on the east coast. He has almost finished his story.

3. How can Clark gather real facts about the town in his story to make the setting more real?

ANS:

Clark can use the Word Research feature to search for information about the town. He can open the research task pane and then search the encyclopedias for pertinent information.

PTS: 1 REF: Word 36 TOP: Critical Thinking

4. After rereading his story, Clark realizes that he tends to use the same word over and over. How can Clark make adjustments to his story to eliminate the use of these repetitive works? Provide a detailed explanation.

ANS:

Clark can use the Find and Replace dialog box to highlight all instances of the repetitive word. Then Clark can use the Research task pane to find synonyms for the word. To use the Research task pane, Clark can select one instance of the highlighted word, then he can click Thesaurus in the Proofing group on the Review tab. The Research task pane opens, and a list of synonyms for the selected word appear in the Research task pane. Clark can select a word from the list of synonyms and insert it in the document. Clark can use this process to continue to replace repetitive words in the story.

PTS: 1 REF: Word 32 | Word 36 TOP: Critical Thinking

5. Clark has finished his story and wants to share it with others for their feedback. What can Clark do to distribute his story and get feedback?

ANS:

Clark can publish his story as a blog.

PTS: 1 REF: Word 37 TOP: Critical Thinking

**Word 2007 Unit C: Formatting Text and Paragraphs**

**TRUE/FALSE**

1. By default, text is formatted in 11 point Times New Roman in Word.

ANS: F PTS: 1 REF: Word 61

2. You can use the Font list arrow to change the color of text.

ANS: F PTS: 1 REF: Word 50

3. Pressing [F4] repeats the last action you took.

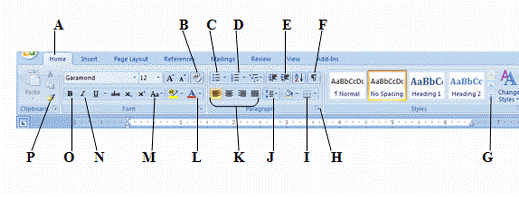
ANS: T PTS: 1 REF: Word 54

4. Dragging the pointer over the font list allows you to preview how selected text will look if the highlighted font is applied.

ANS: T PTS: 1 REF: Word 50

5. A one-line heading is considered a paragraph in Word.

ANS: T PTS: 1 REF: Word 54

****

6. In the figure above, the button labeled J is used to change the amount of space between paragraphs.

ANS: T PTS: 1 REF: Word 54

7. In the figure above, the button labeled B is used to erase text.

ANS: F PTS: 1 REF: Word 55

8. In the figure above, the button labeled L is used to apply borders under text.

ANS: F PTS: 1 REF: Word 50

9. A drop cap is added to a paragraph as a graphic object.

ANS: T PTS: 1 REF: Word 51

10. When applying custom borders, it is important to apply the type of border you want in the Preview section, and then select the formatting, such as style, color, and line width.

ANS: F PTS: 1 REF: Word 64

**MODIFIED TRUE/FALSE**

1. A gallery is a related set of fonts, colors, styles, and effects that is applied to an entire document to give it a cohesive appearance. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANS: F, theme

PTS: 1 REF: Word 50

2. A multilevel list, also called a numbered list, creates lists with a hierarchical structure. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANS: F, outline

PTS: 1 REF: Word 62

3. A font with a small stroke at the ends of the characters is called a serif font. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANS: T PTS: 1 REF: Word 50

4. You can center align a paragraph so that both the left and right edges of the paragraph are flush with the left and right margins. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANS: F, justify

PTS: 1 REF: Word 56

5. Use a negative indent if you want the subsequent lines of a paragraph to be indented more than the first line. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANS: T, hanging

PTS: 1 REF: Word 60

**MULTIPLE CHOICE**

1. Which tool would you use to change the format of text to 20 points?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Font list arrow | c. | Font color list arrow |
| b. | Font size list arrow | d. | Style list arrow |

ANS: B PTS: 1 REF: Word 50

2. To change the formatting of text from Courier to Tahoma, which tool would you use?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Font Size list arrow | c. | Font Style list arrow |
| b. | Font Color list arrow | d. | Font list arrow |

ANS: D PTS: 1 REF: Word 50

3. Which command would you use to quickly format 20 point Comic Sans text to the default format?

|  |  |
| --- | --- |
| a. | Clear Formatting command in the Font group on the Home tab |
| b. | Font command in the Font group on the Home tab |
| c. | Undo command on the Quick Access toolbar |
| d. | Replace command on the Quick Access toolbar |

ANS: A PTS: 1 REF: Word 61

4. Bold and italics are examples of what?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Fonts | c. | Font effects |
| b. | Font styles | d. | Character-spacing effects |

ANS: B PTS: 1 REF: Word 53

5. Small caps and Superscript are examples of what?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Serif fonts | c. | Font effects |
| b. | Font styles | d. | Sans serif fonts |

ANS: C PTS: 1 REF: Word 53

6. Which of the following formats can be changed using the Character Spacing tab in the Font dialog box?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Character scale | c. | Character style |
| b. | Character effects | d. | Character size |

ANS: A PTS: 1 REF: Word 52

7. Which sequence of steps would you perform to narrow the width of characters in selected text?

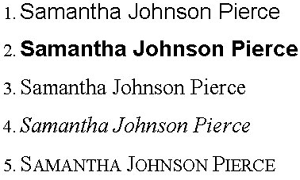
|  |  |
| --- | --- |
| a. | Click the launcher in the Font group, then select a scale option on the Character Spacing tab. |
| b. | Click the launcher in the Font group, then select a font effect on the Font tab. |
| c. | Click the launcher in the Paragraph group, then change the before and after spacing on the Indents and Spacing tab. |
| d. | Click the Change Case button in the Font group, then select a case style. |

ANS: A PTS: 1 REF: Word 52

8. In which group do you find the command to underline selected text?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Paragraph | c. | Font |
| b. | Styles | d. | Format |

ANS: C PTS: 1 REF: Word 53



9. In the figure above, name 1 is best described as what?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Bold text | c. | Times New Roman |
| b. | Italic text | d. | Sans Serif font |

ANS: D PTS: 1 REF: Word 50

10. In the figure above, which number shows a name formatted with a font effect?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | 2 | c. | 4 |
| b. | 3 | d. | 5 |

ANS: D PTS: 1 REF: Word 52 | Word 53

11. In the figure above, which number shows an example of a name formatted as bold text?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | 1 | c. | 4 |
| b. | 2 | d. | 5 |

ANS: B PTS: 1 REF: Word 52

12. In the figure above, name 4 is best described as what?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Bold | c. | Arial |
| b. | Italic | d. | Sans Serif |

ANS: B PTS: 1 REF: Word 52

13. In the figure above, name 5 is best described as what?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Small Caps | c. | Superscript |
| b. | All Caps | d. | Subscript |

ANS: B PTS: 1 REF: Word 52

14. In which group do you find the command used to change the line spacing in a document?

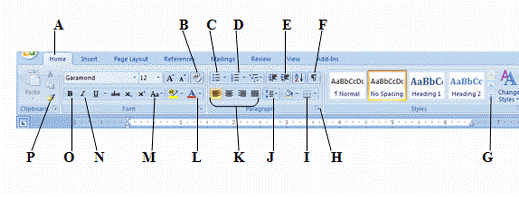
|  |  |  |  |
| --- | --- | --- | --- |
| a. | Font | c. | Borders and Shading |
| b. | Paragraph | d. | Style |

ANS: B PTS: 1 REF: Word 54

15. Which feature allows you to copy multiple format settings at once?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Format Painter | c. | Borders and Shading |
| b. | Reveal Formatting | d. | Click and Type |

ANS: A PTS: 1 REF: Word 52

****

16. In the figure above, which button is used to change line spacing?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | J | c. | K |
| b. | E | d. | B |

ANS: A PTS: 1 REF: Word 54

17. In the figure above, which button is used to change the color of text?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | O | c. | L |
| b. | N | d. | M |

ANS: C PTS: 1 REF: Word 50

18. Which of the following formats cannot be changed using the Paragraph dialog box?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Indents | c. | Style |
| b. | Line Spacing | d. | Alignment |

ANS: C PTS: 1 REF: Word 56 | Word 57

19. What is the alignment of text that is positioned evenly between both margins?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Justified | c. | Left-aligned |
| b. | Centered | d. | Right-aligned |

ANS: B PTS: 1 REF: Word 56

20. What is the alignment of text that is flush with the left margin and has a ragged right edge?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Justified | c. | Left-aligned |
| b. | Centered | d. | Right-aligned |

ANS: C PTS: 1 REF: Word 56

21. What is the default distance between tab stops?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | One inch | c. | 24 points |
| b. | One-half inch | d. | 48 points |

ANS: B PTS: 1 REF: Word 58

22. How do you open the Tabs dialog box?

|  |  |
| --- | --- |
| a. | Double-click a tab stop on the ruler |
| b. | Click the launcher in the Paragraph group, then click Tabs |
| c. | Click the Tabs button in the View group |
| d. | Both A and B |

ANS: D PTS: 1 REF: Word 58

23. What do the indent markers on the horizontal ruler always indicate?

|  |  |
| --- | --- |
| a. | The indent settings for the active paragraph |
| b. | The default indent settings |
| c. | The left and right margins |
| d. | The alignment of the active paragraph |

ANS: A PTS: 1 REF: Word 60

24. By default, pressing [Tab] indents the first line of a paragraph by how much?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | One-quarter inch | c. | Three-quarters of an inch |
| b. | One-half inch | d. | One inch |

ANS: B PTS: 1 REF: Word 58

25. What happens when you click a number in a numbered list?

|  |  |
| --- | --- |
| a. | Only that number is selected. |
| b. | The insertion point is placed to the right of the number. |
| c. | All the numbers in the list are selected. |
| d. | You can't click a number in a numbered list. |

ANS: C PTS: 1 REF: Word 62

26. How do you remove bullets from a bulleted list?

|  |  |
| --- | --- |
| a. | Select each bullet, then press [Delete]. |
| b. | Use the [Backspace] key to remove each bullet. |
| c. | Select the list, then change the bullet character. |
| d. | Select the list, then click the Bullets button. |

ANS: D PTS: 1 REF: Word 62

27. Which button is used to demote items in an outline numbered list?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Numbering | c. | Increase Indent |
| b. | Bullets | d. | Decrease Indent |

ANS: C PTS: 1 REF: Word 62

28. Which of the following is not a format option for borders?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Line style | c. | Color |
| b. | Shading | d. | Width |

ANS: B PTS: 1 REF: Word 64

29. Which of the following is not true of shading?

|  |  |
| --- | --- |
| a. | Shading can be a color. |
| b. | Shading does not print. |
| c. | Shading can be a pattern. |
| d. | Shading can be applied to words or paragraphs. |

ANS: B PTS: 1 REF: Word 64

30. What is the default format for text in a Word 2007 document?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | 12 point Times New Roman | c. | 11 point Arial |
| b. | 11 point Calibri | d. | 12 point Garamond |

ANS: B PTS: 1 REF: Word 61

**COMPLETION**

1. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a complete set of characters with the same typeface.

ANS: font

PTS: 1 REF: Word 50

2. To use a picture or a symbol for a bullet character, click \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Bullet list and then select an option in the dialog box that opens.

ANS: Define New Bullet

PTS: 1 REF: Word 62

3. To return text to the default format, select the text, then click the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ button in the Font group on the Home tab.

ANS: Clear Formatting

PTS: 1 REF: Word 61

4. To make characters narrower and give text a tall, thin appearance, you should \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the scale of the characters.

ANS: decrease

PTS: 1 REF: Word 52

5. The Format Painter button is in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ group on the Home tab.

ANS: Clipboard

PTS: 1 REF: Word 52

6. Use the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to choose or change the numbering style applied to a list.

ANS: Numbering Library

PTS: 1 REF: Word 62

7. The point on the horizontal ruler that indicates where tabbed text will be aligned is called a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

ANS: tab stop

PTS: 1 REF: Word 58

8. Lines that appear in front of tabbed text are called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

ANS: tab leaders

PTS: 1 REF: Word 58

9. Pointing to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the left end of the horizontal ruler displays a ScreenTip with the name of the active tab type.

ANS: tab indicator

PTS: 1 REF: Word 58

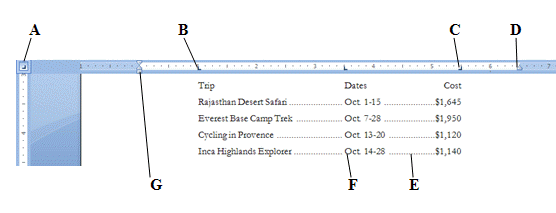
10. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a large initial capital letter in a paragraph.

ANS: drop cap

PTS: 1 REF: Word 51

**MATCHING**

*Match each letter with the label that best describes it.*



1. Right tab stop

2. Left tab stop

3. Tab Indicator

4. Tab leader

5. Left indent marker

6. Text aligned with left tab stop

7. Right indent marker

1. ANS: C PTS: 1 REF: Word 59

2. ANS: B PTS: 1 REF: Word 59

3. ANS: A PTS: 1 REF: Word 59

4. ANS: E PTS: 1 REF: Word 59

5. ANS: G PTS: 1 REF: Word 61

6. ANS: F PTS: 1 REF: Word 59

7. ANS: D PTS: 1 REF: Word 61

**ESSAY**

1. Explain the difference between using the Format Painter and the F4 key to format text.

ANS:

Pressing [F4] simply repeats the last action you took. If the last action you took was to format text as bold, you can use [F4] to apply bold formatting to the selected text. Similarly, if the last action you took was to apply multiple formats to text using the Font or Paragraph dialog box, you can press [F4] to apply those same formats to the selected text.

The Format Painter, on the other hand, can be used at any time to copy the formatting of selected text to other text and format it the same way. You can use the Format Painter to copy a single format setting or multiple formats. You can also double-click the Format Painter button to make the Format Painter active and copy the format settings to multiple locations.

PTS: 1 REF: Word 52 | Word 54 TOP: Critical Thinking

2. Describe how to format an existing list as an outline numbered list.

ANS:

One way is to select the list, click the Multilevel List button in the Paragraph group on the Home tab, and then select the multilevel format of your choice.

A second way to create an Outline Numbered list is to first format the list as a bulleted or numbered list, and then use the Increase Indent and Decrease Indent buttons to promote and demote items.With the insertion point in an item, click the Increase Indent button to demote the item, or click the Decrease Indent button to promote the item.

PTS: 1 REF: Word 62 TOP: Critical Thinking

3. What are the different tab types available in Word, and what happens when you use each?

ANS:

There are five different tab types: left tab, center tab, right tab, decimal tab, and bar tab. Each is described below.

Use the left tab so that text runs to the right of the tab stop as you type.

Use the center tab that text stays centered on the tab stop as you type.

Use the right tab so that text moves to the left of the tab stop as you type.

Use the decimal tab so that numbers align around the decimal point as you type.

Use the bar tab to insert a vertical bar at the tab position.

PTS: 1 REF: Word 59 TOP: Critical Thinking

**CASE**

Maria has been working on a report to present to her staff. Her report includes several quotations from customers regarding the company’s products, as well as a summary of monthly sales. She wants to be sure this information is eye-catching and quick to find.

1. What can Maria do to make the quotations more eye-catching?

ANS:

Maria can do any or all of the following:

1. She can apply highlighting to each quotation.

2. She can use the indent markers to indent the left and right margins of each quotation so it uses different margins than the document text; then she can apply alignment to each quotation (usually center or justify).

3. She can apply shading behind each quotation; she can adjust the shading so it is appropriate with whatever margin settings she applied to each quotation.

PTS: 1 REF: Word 60 | Word 61 | Word 64 | Word 65

TOP: Critical Thinking

2. How can Maria provide readers with additional information about the people she is quoting while making sure that this information does not clutter her report, and how would she do it?

ANS:

Maria can create endnotes to contain the additional information. To insert an endnote, she can place the insertion point at the end of a quotation, click the Insert Endnote button in the Footnotes group on the References tab, and then type the information in the endnote area.

PTS: 1 REF: Word 66 TOP: Critical Thinking

3. What can Maria do to insure that the sales information is easy to read and understand?

ANS:

Maria can use tabs to align the sales information in columns. She can use formatting options to change the font, font size, and font color of text, as well as to adjust the line and paragraph spacing of text she wants to stand out. She can use the Format Painter to copy formats to selected text. She can use borders, shading, and highlighting to call attention to the tabbed text or to selected information in the tabbed text.

PTS: 1

REF: Word 50 | Word 51 | Word 52 | Word 54 | Word 58 | Word 60 | Word 64 | Word 65

TOP: Critical Thinking

Samuel has been working hard on his history paper. He has gathered his sources and started jotting down his ideas. The paper is due in two weeks and he wants to start writing. He knows there are a couple of things he should do first to help make writing the paper go more smoothly.

4. Samuel has his notes all on different pieces of paper and in no particular order. What should Samuel do to help organize his thoughts and how should he do it?

ANS:

Samuel should create an outline to organize his thoughts. This will help him put his ideas in a hierarchical structure, which will make it easier for him to see the main ideas and supporting details. To create the outline, Samuel can click the Multilevel List button in the Paragraph group on the Home tab, then he can select a style that suites his needs.

Alternately, Samuel can create a numbered list by clicking the Numbering button in the Paragraph group on the Home tab. Once the information is entered in the numbered list, Samuel can use the Increase Indent and Decrease Indent buttons to demote and promote topics. He can also use cut and paste to organize topics.

PTS: 1 REF: Word 62 TOP: Critical Thinking

5. Samuel has gathered lots of sources. He wants to be sure he gives credit with the appropriate text as he writes his paper. He has the information on a variety of note cards but they are hard to shuffle through each time he wants to find a source. How can Samuel add the reference information as he writes and at the same time organize his sources?

ANS:

At the point of reference, Samuel can click the Insert Citation button in the Citations & Bibliography group, click Add New Source, and then enter the relevant information about the reference source in the Create Source dialog box. Once a source is entered, it becomes available for use over and over. Samuel does not have to look for the information each time. When he clicks the Insert Citation button, he will see a list of sources already entered. When he is done writing his paper, Samuel can click the Bibliography button in the Citations & Bibliography group to generate a bibliography based on the sources he entered. Samuel can use his formatting skills to format the bibliography any way he chooses.

PTS: 1 REF: Word 66 | Word 67 TOP: Critical Thinking

**Word 2007 Unit D: Formatting Documents**

**TRUE/FALSE**

1. The location of each margin (right, left, top, and bottom) is shown on the rulers at the intersection of the white and shaded areas.

ANS: T PTS: 1 REF: Word 78

2. You can change the margins (top, bottom, left, and right) on the Margins tab in the Page Setup dialog box.

ANS: T PTS: 1 REF: Word 78

3. Landscape orientation means a page is taller than it is wide.

ANS: F PTS: 1 REF: Word 78

4. A gutter can be added to the right margin of a document.

ANS: F PTS: 1 REF: Word 79

5. A continuous section break begins a new section on the same page.

ANS: T PTS: 1 REF: Word 80

6. Pressing [Ctrl][Enter] inserts an automatic page break.

ANS: F PTS: 1 REF: Word 82

7. When you format text in the header, the same formatting is automatically applied to the main document.

ANS: F PTS: 1 REF: Word 88

8. The Header & Footer Tools Design tab opens when the insertion point is in the header or footer area.

ANS: T PTS: 1 REF: Word 88

9. If a section contains a column break, you cannot insert a continuous section break to balance the columns.

ANS: T PTS: 1 REF: Word 84

10. To move a graphic independently of text, you must make it a floating graphic.

ANS: T PTS: 1 REF: Word 94

**MULTIPLE CHOICE**

1. Which tab is used to change document margins?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Page Layout | c. | Insert |
| b. | Home | d. | View |

ANS: A PTS: 1 REF: Word 78

2. Which of the following is not a way to control the amount of text that fits on a page?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Change paragraph alignment. | c. | Create columns of text. |
| b. | Change document margins. | d. | Hyphenate the text. |

ANS: A PTS: 1 REF: Word 78 | Word 84 | Word 85

3. Which section break begins a new section and moves the text following the break to the top of the next page?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Continuous | c. | Odd page |
| b. | Even page | d. | Next page |

ANS: D PTS: 1 REF: Word 80

4. Which tab in the Page Setup dialog box is used to change the orientation of pages?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Margins | c. | Layout |
| b. | Page | d. | Paper |

ANS: A PTS: 1 REF: Word 78 | Word 79

5. What are the default page settings for a Word document?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | 11" x 14" paper, landscape orientation. | c. | 8.5" x 11" paper, landscape orientation. |
| b. | 11" x 14" paper, portrait orientation. | d. | 8.5" x 11" paper, portrait orientation. |

ANS: D PTS: 1 REF: Word 79

6. In what type of document might a gutter margin be used?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Book | c. | Business card |
| b. | Letter | d. | Web page |

ANS: A PTS: 1 REF: Word 79

7. Which tab in the Page Setup dialog box is used to add a gutter to a document?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Margins | c. | Layout |
| b. | Paper | d. | Page |

ANS: A PTS: 1 REF: Word 79

8. Which of the following formats can be applied to a section?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Headers and Footers | c. | Page Orientation |
| b. | Margins | d. | All of the above |

ANS: D PTS: 1 REF: Word 80

9. Which of the following can be created by inserting a continuous section break?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | A new page | c. | Headers and footers |
| b. | Page numbers | d. | Balanced columns |

ANS: D PTS: 1 REF: Word 84

10. When would you need to divide a document into sections?

|  |  |
| --- | --- |
| a. | To format the sections with different fonts. |
| b. | To add headers and footers to the document. |
| c. | To add page numbers to the document. |
| d. | To format the sections with different numbers of columns. |

ANS: D PTS: 1 REF: Word 80

11. Which type of break is visible in Draft view?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Automatic page break | c. | Both automatic and manual page breaks |
| b. | Manual page break | d. | Neither automatic or manual page breaks |

ANS: C PTS: 1 REF: Word 82

12. Which setting ensures that at least two lines of a paragraph appear at the top and bottom of every page?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Line break control | c. | Widow/Orphan control |
| b. | Keep lines with next | d. | Automatic pagination |

ANS: C PTS: 1 REF: Word 82

13. How can you display the rulers?

|  |  |
| --- | --- |
| a. | Click the View Ruler button at the top of the vertical scroll bar |
| b. | Click Ruler in the Show/Hide group on the View tab |
| c. | Both A and B |
| d. | Neither A or B |

ANS: C PTS: 1 REF: Word 78 | Word 96

14. When would you vertically align text on a page?

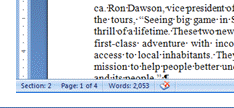
|  |  |
| --- | --- |
| a. | When you want to balance columns. |
| b. | When you want to center text between the top and bottom margins. |
| c. | When you want to create headers and footers for specific pages. |
| d. | When you want to insert a date and time field. |

ANS: B PTS: 1 REF: Word 81

15. What do the minimal allowable margin settings depend on?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Orientation | c. | Printer |
| b. | Columns | d. | Sections |

ANS: C PTS: 1 REF: Word 78



16. In the document shown in the figure above, what is the total number of pages in the document?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | 1 | c. | 4 |
| b. | 2 | d. | Impossible to tell |

ANS: C PTS: 1 REF: Word 81

17. In the document shown in the figure above, where is the insertion point located?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Section 1 | c. | Section 3 |
| b. | Section 2 | d. | Impossible to tell |

ANS: B PTS: 1 REF: Word 81

18. In the document shown in the figure above, where is the insertion point?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Page 1 | c. | Page 4 |
| b. | Page 2 | d. | Impossible to tell |

ANS: A PTS: 1 REF: Word 81

19. In the document shown in the figure above, what is the total number of sections in the document?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | 2 | c. | 7 |
| b. | 4 | d. | Impossible to tell |

ANS: D PTS: 1 REF: Word 81

20. How are page numbers inserted in a document?

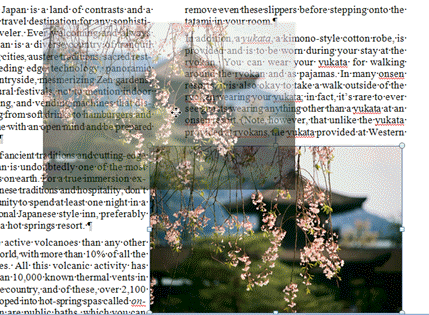
|  |  |  |  |
| --- | --- | --- | --- |
| a. | As a symbol | c. | As formatted text |
| b. | As a field | d. | As a section |

ANS: B PTS: 1 REF: Word 86

21. Which tab contains the Header & Footer group?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Page Layout | c. | References |
| b. | View | d. | Insert |

ANS: D PTS: 1 REF: Word 88



22. Which is not true of the graphic shown in the figure above?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | It is an inline graphic. | c. | It is a floating graphic. |
| b. | It is selected. | d. | Text is wrapped around the graphic. |

ANS: A PTS: 1 REF: Word 94 | Word 95

23. In the figure above, what does the faded image show?

|  |  |
| --- | --- |
| a. | The original position of the graphic |
| b. | The image being copied to a new location |
| c. | The graphic as it is being dragged |
| d. | The shadow effect applied to the image |

ANS: C PTS: 1 REF: Word 95

24. What is the function of a column break?

|  |  |
| --- | --- |
| a. | Forces text after the break to begin on the next line. |
| b. | Forces text after the break to begin at the top of the next column. |
| c. | Forces text after the break to begin at the top of the next section. |
| d. | Balances the columns on a page. |

ANS: B PTS: 1 REF: Word 83

25. What does it mean to balance the columns on page?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Adjust the spacing between the columns. | c. | Make all the columns the same width. |
| b. | Hyphenate the text in the columns. | d. | Make all the columns the same length. |

ANS: D PTS: 1 REF: Word 84

26. What is a quick way to change the width and spacing of columns?

|  |  |
| --- | --- |
| a. | Insert a continuous section break at the end of the last column. |
| b. | Insert column breaks. |
| c. | Click the Columns button. |
| d. | Drag the column markers on the ruler. |

ANS: D PTS: 1 REF: Word 84

27. What kind of break can be inserted at the bottom of the last column on a page to balance the columns?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Page break | c. | Column break |
| b. | Continuous section break | d. | Text wrapping break |

ANS: B PTS: 1 REF: Word 84

28. Which tab contains the command used to hyphenate text in a document?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Page Layout | c. | References |
| b. | View | d. | Insert |

ANS: A PTS: 1 REF: Word 85

29. Where is clip art stored?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | The Clip Art task pane | c. | The Clip folder |
| b. | The Media Online folder | d. | The Clip Organizer |

ANS: D PTS: 1 REF: Word 94

30. Which of the following is true of an inline graphic?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | A text wrapping style is applied to it. | c. | It can be moved like text. |
| b. | It can be moved anywhere on a page. | d. | It does not have sizing handles. |

ANS: C PTS: 1 REF: Word 94

**COMPLETION**

1. The orientation of a page that is taller than it is wide is called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

ANS: portrait

PTS: 1 REF: Word 78

2. A document with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ margins has inside and outside margins instead of left and right margins.

ANS: mirror

PTS: 1 REF: Word 79

3. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ adds extra space to a top, left, or inside margin to make room for a binding.

ANS: gutter

PTS: 1 REF: Word 79

4. The formatting mark that shows the end of a section is called a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

ANS: section break

PTS: 1 REF: Word 80

5. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a code that serves as a placeholder for data that changes in a document.

ANS: field

PTS: 1 REF: Word 86

6. When headers and footers are open the document text is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

ANS:

dimmed

dim

gray

grayed

grey

greyed

PTS: 1 REF: Word 88

7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a collection of graphic images that you can insert in a document.

ANS: Clip art

PTS: 1 REF: Word 94

8. To make an inline graphic a floating graphic, you must \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the text around it.

ANS: wrap

PTS: 1 REF: Word 94

9. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ graphic can be moved independently of text anywhere on a page.

ANS: floating

PTS: 1 REF: Word 94

10. To crop a graphic or change its scale using precise measurements, click the launcher in the Size group to open the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dialog box, and then adjust the settings.

ANS: Size

PTS: 1 REF: Word 94

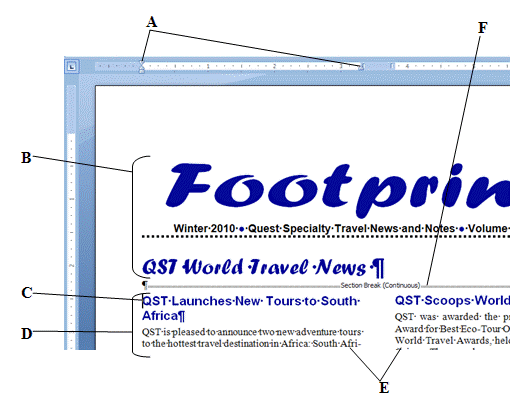
11. You can fit more text on the screen by hiding the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on the top and bottom of each page by double-clicking the area between the pages.

ANS: white space

PTS: 1 REF: Word 84

**MATCHING**

*Match each labeled element in the figure below with the statement that best describes it.*



1. Columns of text

2. Section 1 formatted in one column

3. Creates a new section on the same page

4. Shows width and spacing of column

5. Insertion point

6. Section 2 formatted in two columns

1. ANS: E PTS: 1 REF: Word 81

2. ANS: B PTS: 1 REF: Word 81

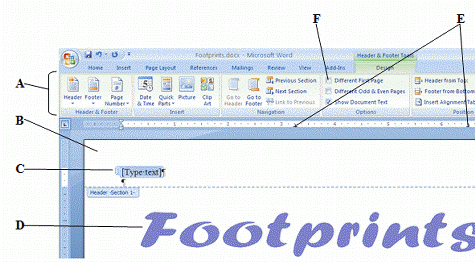
3. ANS: F PTS: 1 REF: Word 81

4. ANS: A PTS: 1 REF: Word 85

5. ANS: C PTS: 1 REF: Word 81

6. ANS: D PTS: 1 REF: Word 81

*Match each labeled element in the figure with the statement that best describes it.*



7. Indicates the document text is dimmed

8. Reflects default document margins

9. Available only when the Header or Footer area is open

10. Use to create a header on page 1 that is not the same as other headers

11. Content control

12. Header area

7. ANS: D PTS: 1 REF: Word 89

8. ANS: E PTS: 1 REF: Word 89

9. ANS: A PTS: 1 REF: Word 89

10. ANS: F PTS: 1 REF: Word 88

11. ANS: C PTS: 1 REF: Word 89

12. ANS: B PTS: 1 REF: Word 89

**ESSAY**

1. Describe how to create a document that includes a title page with 2" left and right margins, and the remaining pages with 1.25" left and right margins.

ANS:

To create a document that includes two different left and right margin settings, you must divide the document into two sections and then apply separate margin settings to each section.

To divide a document into sections, place the insertion point where you want the section break to be, then use the Break command on the Insert menu to insert a section break. To create a title page, it would be best to insert a next page section break, but you could also insert a continuous section break or a hard page break.

To apply different margin settings to the title page, you must use the Apply to list arrow on the Margins tab in the Page Setup dialog box: Place the insertion point in the title page, open the Page Setup dialog box, change the margin settings on the Margins tab, click the Apply to list arrow on the Margins tab, click This section, then click OK.

PTS: 1 REF: Word 78 | Word 79 | Word 80 TOP: Critical Thinking

2. Describe three ways to increase the amount of text that fits on a page.

ANS:

You can increase the amount of text that fits on a page by changing the following page layout settings:

1. Make the margins smaller.

2. Format the text in columns.

3. Hyphenate the text.

4. Decrease the distance between the header and footer areas and the edge of the page.

The following are examples of other ways to increase the amount of text that fits on a page:

1. Use a smaller font size or a different font.

2. Decrease the line spacing or the spacing between paragraphs.

PTS: 1 REF: Word 78 | Word 84 | Word 85 | Word 88

TOP: Critical Thinking

3. How do you create a custom header, and make it available to use again and again?

ANS:

To create a custom header:

1. Create a header with the information you want to use again in other documents, such as a company name and logo.

2. Select all the text in the header, including the last paragraph mark, click the Header button, and then click Save Selection to Header Gallery.

3. Type a unique name in the Name text box in the Create New Building Block dialog box that opens, then click the Gallery list arrow and select the appropriate gallery, verify that the Category is General, and then type a brief description of the new header design in the Description text box.

4. Click OK.

The custom header now appears in the Header gallery under the General category, and it is available for use in any document.

PTS: 1 REF: Word 89 TOP: Critical Thinking

**CASE**

Delay works in a small business office. She has recently written a white paper explaining energy-saving steps the company has implemented. She has included a floor plan of the office identifying some of the energy-saving devices that are being used. Delay still needs to format the document.

1. Delay plans to put the report title and a symbol to represent energy efficiency in the header, which she does not want to appear on the first page. How can she do this?

ANS:

Delay should create a header with the report title, using appropriate font, font size, font color, and other formatting to enhance the title. She can insert a symbol, by using either the Symbols dialog box or the Clip Art task pane and sizing it appropriately. She should use tabs to set the placement of the title and the symbol. To make sure that her header doesn’t appear on the first page, she should check the Different First Page check box in the Options group on the Headers & Footers Tools Design tab to select it.

PTS: 1 REF: Word 88 | Word 90 | Word 94 TOP: Critical Thinking

2. The floor plan is placed in the middle of the report and it looks better printed wider than it is tall. What should Delay do to optimize the formatting of this page?

ANS:

Delay should insert a Next page section break before the page with the floor plan and another Next page section break after that same page. Once the section breaks are inserted, Delay should change the orientation of the page with the floor plan to landscape. To apply landscape orientation, Delay can click the Orientation button in the Page Setup group on the Page Layout tab, and then select Landscape. Alternately, Delay can click Landscape in the Orientation section on the Margins tab in the Page Setup dialog box.

Delay may also want to adjust the margins. She can change the Margins either by dragging the margin markers on the ruler or by entering precise measurements in the appropriate boxes on the Margin tab in the Page Setup dialog box.

PTS: 1 REF: Word 78 | Word 79 | Word 80 | Word 81

TOP: Critical Thinking

MiaLisa has been busy organizing a Saturday parent workshop on “Keeping our Kids Physically Fit.” She has arranged for a number of speakers and organizations to make presentations. She has organized the day into 45 minute sessions with 15 minute breaks between each session. She is putting together a two-sided flyer with the day’s agenda on side one and speaker information (a picture and short biography of each) on side two.

3. Side one of the flyer is to provide the following information: At the top of the flyer should be the name of the workshop, time, place, and contact person. Under this information should be a list of the workshops being offered, the times and places of the workshop. How can MiaLisa arrange this information so that it grabs the reader’s interest and is easy to read?

ANS:

MiaLisa can center the who, what, and when information at the top of the page, using appropriate formatting. She might add shading behind the text to create a banner-effect for the information.

MiaLisa can use tabs or a table to present the workshop information. If she uses tabs, she can insert a leader line before each tab so that the information is easy to read across the row. If she creates a table, she will want the table to have three columns of unequal width (large enough to accommodate the information in the column), she will want to have a header row that contains the column headings, she will want to use a design that helps make each row distinguishable from the one above and below it and that prints well.

She can add font formatting, such as bold and italic, to help call attention to the workshop name or to the time and location of the workshop. She will want to avoid using color unless her flyer is being printed in color.

PTS: 1 REF: Word 78 | Word 92 TOP: Critical Thinking

4. MiaLisa will copy the banner she created for side one of the flyer to side two so the pertinent information about the workshop appears on both sides. On side two, MiaLisa wants to include information she has received from each presenter - a short biography and a picture. How can MiaLisa organize this information so it is eye-catching, but also easy to read?

ANS:

MiaLisa can create a table under the banner. Column 1 can include the picture of the presenter. Column 2 can include the brief biography. MiaLisa should format the columns so they are only as wide as information they contain, making adjustments as needed. MiaLisa should apply a table design that helps separate the information about each presenter, such as a thick bottom border under each presenter’s information. MiaLisa should choose a design that makes the use of a table as the underlying structure transparent, that is the reader will not realize he or she is looking at a table containing information.

PTS: 1 REF: Word 92 TOP: Critical Thinking

**Lesson 10—File Management with Windows Explorer**

**TRUE/FALSE**

1. In Windows XP, subfolders and parent folders are used to organize the data on your disk.

ANS: T PTS: 1 REF: 177

2. To create a subfolder, click the Make a new subfolder option in the Tasks panel on the left.

ANS: F PTS: 1 REF: 178

3. Double-clicking an application file icon in the contents pane will open the program.

ANS: T PTS: 1 REF: 178

4. To select two or more files that are adjacent to one another, click the first file, press and hold down the Ctrl key, and then click the last file in the series.

ANS: F PTS: 1 REF: 183

5. A source file is the file to be copied.

ANS: T PTS: 1 REF: 184

6. The naming conventions for folders are very different from those used to name files.

ANS: F PTS: 1 REF: 180

7. Folder icons look like actual manila folders used in a filing cabinet.

ANS: T PTS: 1 REF: 178

8. When you create a document file, you create a link between a document and an application.

ANS: T PTS: 1 REF: 179

9. All document icons appear as a disk with a superimposed graphic on it.

ANS: F PTS: 1 REF: 179

10. If you copy a file with a long filename to a system that doesn’t support long filenames, the long filename will be changed to *newfile*.

ANS: F PTS: 1 REF: 179

11. Files created in applications running under DOS can have filenames up to 15 characters in length.

ANS: F PTS: 1 REF: 179

12. Application programs will not work if they cannot locate associated folder names.

ANS: T PTS: 1 REF: 181

13. When you delete a folder or subfolder, you do not delete the files in it.

ANS: F PTS: 1 REF: 182

14. If you delete a file from a floppy disk, you can still recover it from the Recycle Bin until the bin is emptied.

ANS: F PTS: 1 REF: 182

15. A file or folder you have selected remains selected even if it moves out of view when you scroll through the window.

ANS: T PTS: 1 REF: 183

**MULTIPLE CHOICE**

1. The \_\_\_\_ program rearranges the files on your disk so that it performs optimally.

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Disk Cleanup | c. | Drive Space |
| b. | Disk Defragmenter | d. | Check Disk |

ANS: B PTS: 1 REF: 188

2. The \_\_\_\_ program searches your disk and shows you files that can safely be deleted.

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Disk Cleanup | c. | Drive Space |
| b. | Disk Defragmenter | d. | Check Disk |

ANS: A PTS: 1 REF: 188

3. If you were working with DOS or an old version of Windows, which of the following filenames would have been acceptable?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | jlscocon.doc | c. | JL Smith & Company Contract |
| b. | JL Smith.doc | d. | jlscocon.doct |

ANS: A PTS: 1 REF: 180

4. To create a new folder in Explorer, you can \_\_\_\_.

|  |  |
| --- | --- |
| a. | choose New from the File menu and then select Folder |
| b. | right-click in the contents pane of the drive folder and then chose New from the shortcut menu and Folder from the submenu |
| c. | open the My Computer window and click the New button on the Standard toolbar |
| d. | both a and b |

ANS: D PTS: 1 REF: 177-178

5. In the filename contract.doc, the “doc” is referred as the \_\_\_\_.

|  |  |  |  |
| --- | --- | --- | --- |
| a. | extension | c. | program |
| b. | suffix | d. | type |

ANS: A PTS: 1 REF: 179

6. To select files that are not adjacent, press and hold down the \_\_\_\_ key.

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Alt | c. | Ctrl |
| b. | Shift | d. | F1 |

ANS: C PTS: 1 REF: 183

7. To run an application from Explorer, you can \_\_\_\_.

|  |  |
| --- | --- |
| a. | select the icon and then choose the Open option on the File menu |
| b. | double-click an icon |
| c. | select the icon and then click the Open button on the Standard toolbar |
| d. | both a and b |

ANS: C PTS: 1 REF: 178

8. \_\_\_\_ icons are graphic images that clearly represent drives, disks, or places, such as My Desktop.

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Application | c. | Location |
| b. | Document | d. | Filmstrip |

ANS: C PTS: 1 REF: 178

9. Windows XP allows filenames to be up to \_\_\_\_ characters long.

|  |  |  |  |
| --- | --- | --- | --- |
| a. | 8 | c. | 575 |
| b. | 100 | d. | 255 |

ANS: D PTS: 1 REF: 179

10. The \_\_\_\_ is the folder or disk where a copied file will be placed.

|  |  |  |  |
| --- | --- | --- | --- |
| a. | destination | c. | filename |
| b. | source | d. | selection |

ANS: A PTS: 1 REF: 184

11. Which key would you press to rename a folder selected in the contents pane of Explorer?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Ctrl | c. | F10 |
| b. | F2 | d. | Rnm |

ANS: B PTS: 1 REF: 181

12. When you \_\_\_\_ a file, you remove it from its original location and place it in the destination location.

|  |  |  |  |
| --- | --- | --- | --- |
| a. | move | c. | reorder |
| b. | copy | d. | sort |

ANS: A PTS: 1 REF: 185

13. The \_\_\_\_ serves as a temporary storage folder for deleted files.

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Confirm Delete box | c. | Recycle Bin |
| b. | Trash Can | d. | Destination folder |

ANS: C PTS: 1 REF: 186

14. Which of the following system tools is not provided with Windows?

|  |  |  |  |
| --- | --- | --- | --- |
| a. | error-checking tool | c. | disk defragmenter |
| b. | spyware detector | d. | disk cleanup tool |

ANS: B PTS: 1 REF: 188

15. Files that are stored in clusters that are not near each other on the disk are called \_\_\_\_ files.

|  |  |  |  |
| --- | --- | --- | --- |
| a. | unclustered | c. | disk |
| b. | fragmented | d. | contiguous |

ANS: B PTS: 1 REF: 191

**COMPLETION**

1. You can use the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ program to remove installed programs from your computer that you do not use.

ANS: Disk Cleanup

PTS: 1 REF: 188

2. When you create a subfolder, you place it under a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ folder.

ANS: parent

PTS: 1 REF: 177

3. To salvage a file that has been placed in the Recycle Bin, open the Recycle Bin, select the file, and choose \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from the File menu.

ANS: Restore

PTS: 1 REF: 186

4. Windows XP creates a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to allow older programs to read files that have long filenames.

ANS: 8.3 alias

PTS: 1 REF: 179

5. A file or folder can get “lost” if you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ it without considering the consequences.

ANS:

rename

move

PTS: 1 REF: 185

6. When you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a file, you place a duplicate of the file in a different location.

ANS: copy

PTS: 1 REF: 184

7. Hard disks and floppy disks store data in allocation units, also called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

ANS: clusters

PTS: 1 REF: 190

8. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ file icon sometimes looks like a miniature window.

ANS: application

PTS: 1 REF: 178

9. The part of a filename that follows the “dot” separator is called the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

ANS: extension

PTS: 1 REF: 179

10. Folders deleted from a hard disk are transferred by default to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

ANS: Recycle Bin

PTS: 1 REF: 182

11. To select all the files in a folder, use the Select All command on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ menu.

ANS: Edit

PTS: 1 REF: 183

12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are used to organize files on a disk.

ANS:

Folders

Subfolders

PTS: 1 REF: 177

13. A document file is linked to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ used to create it.

ANS:

application

program

PTS: 1 REF: 179

14. The extension used to designate files in the hypertext markup language format used for Web pages is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

ANS: html

PTS: 1 REF: 179

15. When you press and hold down the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ key, you can select several adjacent files in a series.

ANS: Shift

PTS: 1 REF: 183

16. An easy way to move a file in Windows Explorer is to select it and then use the mouse to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ it to a new location.

ANS: drag

PTS: 1 REF: 185

17. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ message box warns you if you try to copy or move a file to a location where an identically named file already exists.

ANS: Confirm File Replace

PTS: 1 REF: 185

18. If your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is not in good working order, you may find your computer slow in responding or may have trouble running programs and opening documents.

ANS:

hard disk

hard drive

PTS: 1 REF: 188

19. To enhance disk performance and optimize efficiency, you should \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the hard disk to rearrange disk files.

ANS: defragment

PTS: 1 REF: 191

20. When you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a file, the file is taken from its source to a new destination.

ANS: move

PTS: 1 REF: 185