

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

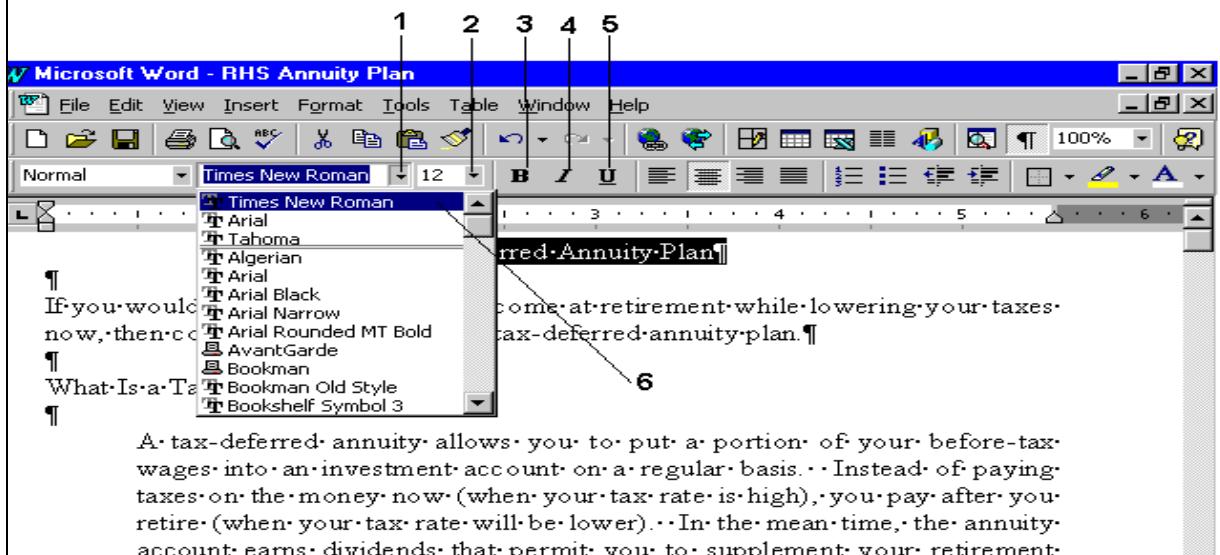
5. To select a paragraph,
 - a. Press the [Ctrl] key and click in the selection bar, or triple-click in the selection bar
 - b. Double-click in the selection bar next to the paragraph, or triple-click within the paragraph
 - c. Press the [Ctrl] key and click within the paragraph
 - d. Double-click the 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.

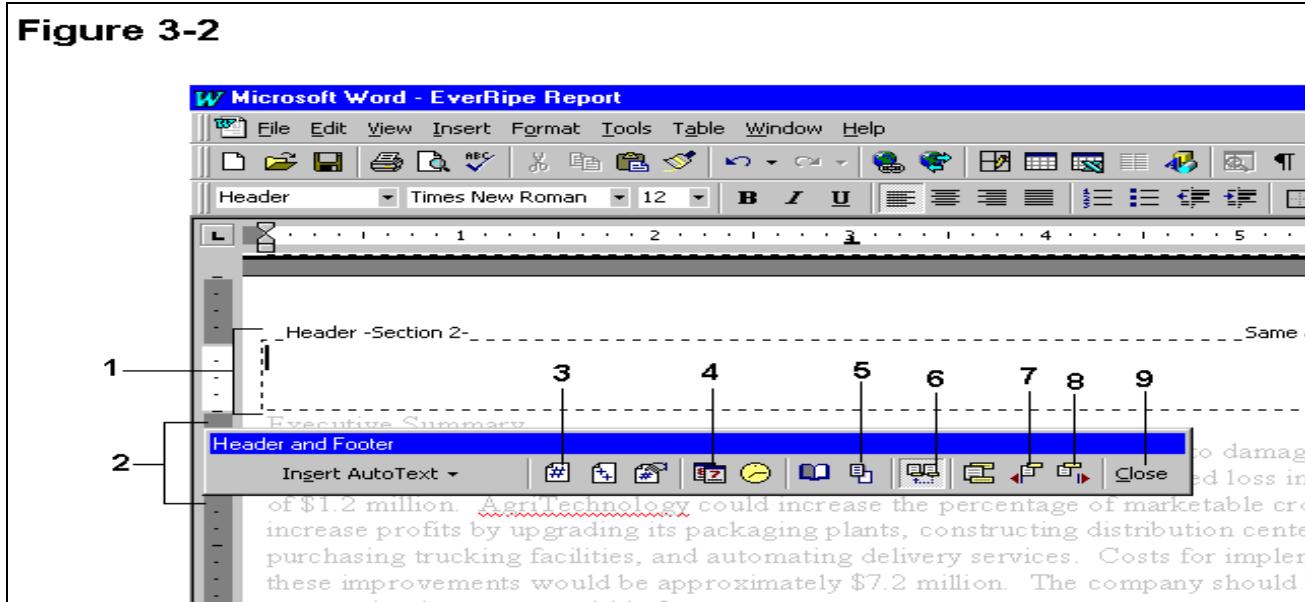
Figure 2-4



24. In Figure 2-4, item number 4 identifies the:
 - a. Bold button
 - b. Italic button
 - c. Underline button
 - d. None of the above
25. To divide a document into sections, insert a:
 - a. Page break
 - b. Column break
 - c. New paragraph
 - d. Section break
26. What unit or part of a document can have its own page orientation, margins, headers, footers, and vertical alignment?
 - a. Page
 - b. Column
 - c. Section
 - d. 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:
 - a. First section
 - b. All sections
 - c. This page
 - d. This section
28. Vertical alignment specifies how a page of text is positioned on the page between the:
 - a. Left and right margins
 - b. Top and bottom margins
 - c. Page breaks
 - d. Section breaks

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

Figure 3-2



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