Word Assessment Answers

1. A file created in Word is referred to as a _____.
   a. Document   **Correct**
   b. Worksheet
   c. Page
   d. Letter

2. Pressing **Enter** on the keyboard…
   a. Creates a new line in a paragraph
   b. Creates a new paragraph   **Correct**
   c. Indents the current paragraph
   d. Moves the cursor to the next paragraph

3. Page Setup can be used to adjust…
   a. Page orientation   **Correct**
   b. Paragraph formatting
   c. Borders and shading
   d. Page numbering

4. To view a list of open documents use…
   a. View tab│Window Group   **Correct**
   b. Office Button
   c. View tab│Documents View
   d. Tools

5. What is the extension for a file created in Word?
   a. .wpd
   b. .wrd
   c. .docx   **Correct**
   d. .wdc

6. When working with a bulleted list…
   a. Pressing the Tab key will remove a bullet
   b. You are limited to a maximum of 200 bullets
   c. New bullets are added every time you press Enter   **Correct**
   d. Multiple bullets per paragraph can be created

7. What does a <u>wavy red line</u> below the text indicate?
   a. A grammatical error
   b. Incorrect capitalization
   c. Too many spaces between words
   d. A spelling error   **Correct**

8. The Undo command…
   a. Saves changes to your work
   b. Reverses the last action   **Correct**
   c. Returns to the previously opened document
   d. Restores a document to the previously saved version

9. Which of the following features will automatically change 'hte' to 'the'?
   a. AutoFix
   b. AutoName
   c. AutoCorrect   **Correct**
   d. AutoSpell

10. Clicking once while holding down the Ctrl key on the keyboard selects…
    a. One word
    b. One sentence   **Correct**
    c. One line
    d. One paragraph

11. The Format Painter icon is used to…
    a. Highlight the selected text
    b. Copy the attributes of the selected text   **Correct**
    c. Add bold, italics, and underline to the selected text
    d. Add text effects to the selected text

12. If the cursor is blinking, pressing the delete key removes the text…
    a. To the left of the cursor
    b. To the right of the cursor   **Correct**
    c. Above the cursor
    d. Below the cursor

13. Align Center…
    a. Aligns a paragraph on the page vertically
    b. Aligns a word on the page horizontally
    c. Aligns the entire document
    d. Aligns a paragraph on the page horizontally   **Correct**

14. Page margins can be changed in all of the following locations except…
    a.   Insert tab | Margins group   **Correct**
    b.   Office button/File tab | Print Page Setup | Print Preview
    c.   Page Layout tab | Page Setup group
    d.   The Ruler

15. Which of the following is an appropriate reason to add a section break?
    a.   Adding bold to a character, but not the entire word
    b.   Adding a table that you only want to appear on page three
    c.   Changing page orientation for only part of the document   **Correct**
    d.   Creating a 20-page document with different fonts

16. The Show/Hide ¶ icon…
    a.   Shows only Heading 1 styles
    b.   Displays one paragraph at a time
    c.   Shows/Hides all text
    d.   Displays the formatting marks   **Correct**

17. The Header and Footer Toolbar is **<u>not</u>** used to insert…
    a.   View tab | Document Views
    b.   Insert Tab | Header & Footer   **Correct**
    c.   Page Layout tab | Header & Footer
    d.   Home Tab | Editing group

18. To change spacing between lines…
    a.   Adjust the paragraph format   **Correct**
    b.   Adjust the Page Setup
    c.   Adjust the page format
    d.   Adjust the font format

19. How do you add an icon to the Quick Access Toolbar?
    a.   Office button/File tab | Word Options/Options | Customize   **Correct**
    b.   Drag and drop the icon from the Ribbon
    c.   Insert tab
    d.   Double click on an icon

20. How do you add Section to the Status Bar?
    a.   Insert tab | Section button
    b.   Office button/File tab | Word Options/Options
    c.   Right-click on the Status Bar   **Correct**
    d.   View tab | Show/Hide group