



## Word 2007/2010 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 wavy red line below the text indicate?
- A grammatical error
  - Incorrect capitalization
  - Too many spaces between words
  - A spelling error **Correct**
8. The Undo command...
- Saves changes to your work
  - Reverses the last action **Correct**
  - Returns to the previously opened document
  - Restores a document to the previously saved version
9. Which of the following features will automatically change 'hte' to 'the'?
- AutoFix
  - AutoName
  - AutoCorrect **Correct**
  - AutoSpell
10. Clicking once while holding down the Ctrl key on the keyboard selects...
- One word
  - One sentence **Correct**
  - One line
  - One paragraph
11. The Format Painter icon  is used to...
- Highlight the selected text
  - Copy the attributes of the selected text **Correct**
  - Add bold, italics, and underline to the selected text
  - Add text effects to the selected text
12. If the cursor is blinking, pressing the delete key removes the text...
- To the left of the cursor
  - To the right of the cursor **Correct**
  - Above the cursor
  - Below the cursor
13. Align Center...
- Aligns a paragraph on the page vertically
  - Aligns a word on the page horizontally
  - Aligns the entire document
  - Aligns a paragraph on the page horizontally **Correct**

14. Page margins can be changed in all of the following locations except...
- Insert tab | Margins group **Correct**
  - Office button/File tab | Print Page Setup | Print Preview
  - Page Layout tab | Page Setup group
  - The Ruler
15. Which of the following is an appropriate reason to add a section break?
- Adding bold to a character, but not the entire word
  - Adding a table that you only want to appear on page three
  - Changing page orientation for only part of the document **Correct**
  - Creating a 20-page document with different fonts
16. The Show/Hide  icon...
- Shows only Heading 1 styles
  - Displays one paragraph at a time
  - Shows/Hides all text
  - Displays the formatting marks **Correct**
17. The Header and Footer Toolbar is **not** used to insert...
- View tab | Document Views
  - Insert Tab | Header & Footer **Correct**
  - Page Layout tab | Header & Footer
  - Home Tab | Editing group
18. To change spacing between lines...
- Adjust the paragraph format **Correct**
  - Adjust the Page Setup
  - Adjust the page format
  - Adjust the font format
19. How do you add an icon to the Quick Access Toolbar?
- Office button/File tab | Word Options/Options | Customize **Correct**
  - Drag and drop the icon from the Ribbon
  - Insert tab
  - Double click on an icon
20. How do you add Section to the Status Bar?
- Insert tab | Section button
  - Office button/File tab | Word Options/Options
  - Right-click on the Status Bar **Correct**
  - View tab | Show/Hide group