



## Word 2003 Assessment

1. A file created in Word is referred to as a \_\_\_\_\_.
  - a. Document
  - 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
  - c. Indents the current paragraph
  - d. Moves the cursor to the next paragraph
3. Page Setup can be used to adjust...
  - a. Page orientation
  - b. Paragraph formatting
  - c. Borders and shading
  - d. Page numbering
4. To view a list of open documents use the \_\_\_\_\_ menu.
  - a. Window
  - b. View
  - c. File
  - d. Tools
5. What is the extension for a file created in Word?
  - a. .wpd
  - b. .wrd
  - c. .doc
  - 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
  - d. Multiple bullets per paragraph can be created
7. What does a wavy red line below the text indicate?
  - a. Grammatical error
  - b. In capitalization
  - c. Too many spaces between words
  - d. Spelling error
8. Undo...
  - a. Saves changes to your work
  - b. Reverses the last action
  - 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. Auto
  - d. AutoSpell
10. Clicking while holding down the Ctrl key on the keyboard selects...
  - a. One word
  - b. One sentence
  - 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
  - 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
  - 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
14. Page margins can be changed in all of the following locations except...
  - a. Format | Margins
  - b. File | Page Setup
  - c. Print Preview
  - 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
  - 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
17. The Header and Footer Toolbar is **not** used to insert...
  - a. Page numbers

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- b. Footnotes
- c. Filenames
- d. The date and time

18. To change spacing between lines...
  - a. Adjust the paragraph format
  - b. Adjust the Page Setup
  - c. Adjust the page format
  - d. Adjust the font format
19. From the menu bar, under View | Toolbars, what does a checkmark next to a toolbar mean?
  - a. The toolbar is hidden
  - b. A tool from that toolbar has been used recently
  - c. The toolbar is installed
  - d. The toolbar is visible
20. On the status bar Page 2    Sec 1    2/7, what does Sec stand for?
  - a. Security
  - b. Seclusion
  - c. Section
  - d. Version