

Word 2007/2010 Assessment Questions

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...
 - a. View tab | Window Group
 - 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
 - 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. A grammatical error
 - b. Incorrect capitalization
 - c. Too many spaces between words
 - d. A spelling error

8. The Undo command...
 - 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. AutoCorrect
 - d. AutoSpell

10. Clicking once 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...
- Insert tab | Margins group
 - 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
 - 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
17. The Header and Footer Toolbar is **not** used to insert...
- View tab | Document Views
 - Insert Tab | Header & Footer
 - Page Layout tab | Header & Footer
 - Home Tab | Editing group
18. To change spacing between lines...
- Adjust the paragraph format
 - 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
 - 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
 - View tab | Show/Hide group