

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 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?
- 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