

## Chapter 1 Word: Creating and Editing Documents



### Questions

#### Multiple choice

1. To be compatible with Microsoft Word 97–2003, a current Word document should be saved with this extension.
  - a. *.docx*
  - b. *.doc*
  - c. *.dotx*
  - d. *.rtf*
  - e. *.txt*
2. This set of tools allows a user to make a document more accessible to individual needs. The user can opt to view a document at different widths, with a different page color, to focus on a set number of lines at a time, and/or to adjust text spacing. These tools also allow the user to see the spaces between syllables in words and to use the *Read Aloud* feature.
  - a. *Learning Tools*
  - b. *Views*
  - c. *Page Movement*
  - d. *Zoom*
  - e. *Styles*
3. To open an existing document, what tab should you click to open the *Backstage* view?
  - a. *Document*
  - b. *File*
  - c. *Open*
  - d. *Retrieve*
  - e. *Import*
4. What feature must be turned on for you to see paragraph breaks, line breaks, spaces, tabs, and other formatting symbols?
  - a. *Display/Cover*
  - b. *Visible/Hide*
  - c. *Reveal/Conceal*
  - d. *Show/Hide*
  - e. *Toggle/Paragraph*
5. This feature recognizes and corrects commonly misspelled words.
  - a. *AutoComplete*
  - b. *AutoFormat*
  - c. *AutoCorrect*



- d. *SpellCheck*
  - e. *QuickEdit*
6. When Word breaks up words that you want to keep together on the same line, fix this by using a:
- a. Word break.
  - b. Hyphen.
  - c. Merge.
  - d. Non-breaking space
  - e. Margin adjustment.
7. There are two methods you can use to move text—*cut and paste* or:
- a. Move and copy.
  - b. Select and Shift.
  - c. Highlight and place.
  - d. Transfer text.
  - e. Drag and drop.
8. The *Font* group, which changes colors and styles of text, is found on this tab on the Ribbon.
- a. *Home*
  - b. *Layout*
  - c. *Design*
  - d. *View*
  - e. *Insert*
9. The default font for Microsoft Word is:
- a. Times New Roman.
  - b. Calibri.
  - c. Garamond.
  - d. Helvetica.
  - e. Verdana.
10. To change letters that are uppercase to lowercase and lowercase letters to uppercase, use (the):
- a. *Font Launcher*
  - b. *tOGGLE cASE*
  - c. *Effect* option
  - d. *Format Text*
  - e. *Kerning*
11. To find a synonym for a word in your document and add variety to your content, Word provides a:
- a. Dictionary.
  - b. Wordfinder.
  - c. Thesaurus.
  - d. Online Editor.
  - e. *Search and Replace*.
12. *Title, Author, Comments, Subject, Company, Created, and Last Modified* are examples of:



- a. Hidden information.
  - b. Backstage content.
  - c. Document Properties.
  - d. Identity fields.
  - e. References.
13. You can modify alignment, line spacing, and paragraph spacing in the:
- a. *Layout* menu.
  - b. *Paragraph* dialog box.
  - c. *Format* tab.
  - d. Design tab.
  - e. *Styles* group.
14. The *Editor* button is found in this tab on the *Ribbon*.
- a. *Home*
  - b. *Design*
  - c. *Review*
  - d. *References*
  - e. *View*
15. Footnotes and endnotes use a special font style for the numbers or letters used to reference them in a document; this font style is called:
- a. Italic.
  - b. Hidden.
  - c. Subscript.
  - d. Superscript.
  - e. Reference style.