✅ **Congratulations! You passed!**

Grade received 90%   **To pass** 80% or higher

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Module Quiz: Working with text tables and lists

Latest Submission Grade 90%

1. You reopen a document that you were working on some time ago. You realize that the format that you chose for the title is no longer correct and you want to remove all formatting without affecting the text itself. Which of the following methods would work?
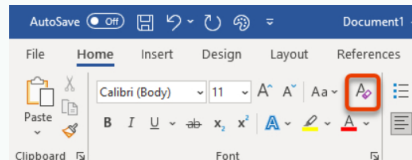
   Select all that apply.

   | 1 / 1 point

   ☐ Use the **Undo** button on the **Quick Access Toolbar.**

   ☑ Use the **Clear All Formatting** button on the **Home** tab.

   ✅ **Correct**
   Correct. Selecting the title and then choosing the **Clear Formatting** button from the **Home** tab will reset the text to basic normal text without any additional formatting.

   ☑ Use the **Format Painter** button on the **Home** tab.

   ✅ **Correct**
   The Format Painter feature is a very quick way to copy formatting. In this case, you could highlight a plain piece of text and use the **Format Painter** to copy that basic formatting to the title.
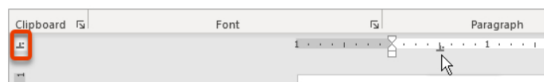

2. You need to type a list of numbers into your document, and the numbers must be aligned correctly around the decimal point. You decide to set a tab to do this using the **Ruler**. Which of the following screenshots would indicate that you are setting it correctly?
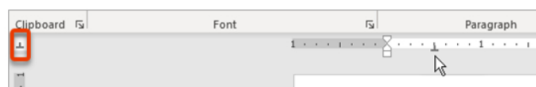
   | 1 / 1 point

   ○ Option A
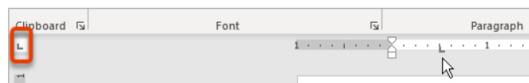
   ◉ Option C

   ○ Option B

   ✅ **Correct**
   The **Tab Selector** box is important. This needs to be set to the correct tab first. In this case, the decimal tab type. When you click on the **Ruler** that is the type of tab that will be set.

3. You are typing a report and wish to quote from another document. To make it clear that this piece of text is from another source, you want to indent it from both the left **and** right margins. How would you go about doing this?

Select all options that apply.

☑ Drag the **Left Indent** triangles and the **Right Indent** triangles on the ruler to the required positions.

✓ **Correct**
By using the ruler in this way, it is possible to set the indent measurements by eye. You will see the changes take effect immediately in your document. You could then confirm the exact measurements in the **Paragraph** dialog box if you wanted to.
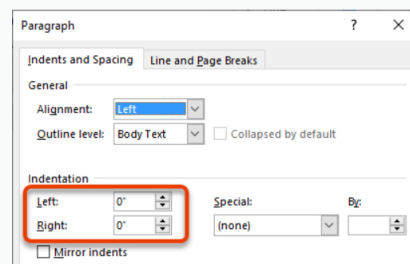

☐ Use the **Increase Indent** button on the **Home**tab.

☑ Use the **Options** arrow at the bottom of the **Paragraph** group in the **Home** tab to open the **Paragraph** settings dialog box. Change both the indent measurements there.

✓ **Correct**
The **Paragraph** dialog box contains all settings to customize the paragraph including left and right indent measurements.

4. Styles are a way to save a set of formatting options. This means that you can easily apply the same formatting multiple times in your document to different blocks of text. This helps you to create a document that is polished and consistent. What kinds of formatting options can you save in a style?

○ Font formatting and Paragraph formatting.

◉ Font formatting only.

○ Font formatting, Paragraph formatting, and Page layout choices.

○ Paragraph formatting only

⊗ **Incorrect**
Font format settings are saved in a style but just formatting the text is not enough to make a document easier to read and professional to look at. Several key types of formatting can be saved in a style.

5. You are creating a long document in Word and you're using styles to apply formatting. You have been using the **Styles Gallery** on the **Home** tab already but would like to see the full list of styles available in the style set. How would you access this full list?

○ Select from the **Document Formatting** gallery on the **Design** tab**.**

◉ Click on the Options button in the corner of the **Styles** group in the Home tab to open the **Styles** dialog box.

○ Click on the drop-down arrow in the **Styles Gallery** and choose **Apply Styles.**

✓ **Correct**
The **Styles Task Pane** will give you access to all available styles. Clicking on the **Options** button in the **Styles** group in the Home tab will open this immediately. You could also open it using a keyboard shortcut.

6. You need to format the second, sub-heading in your document. Which of the two highlighted styles would be the best choice?
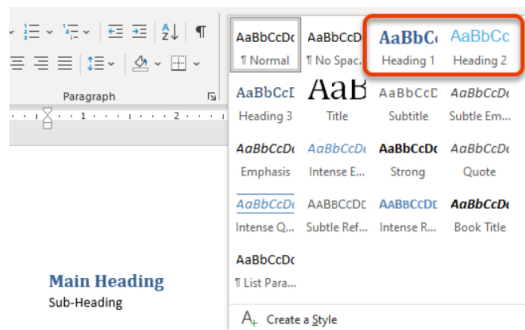
○ Either. The two styles are just alternative designs for the text.

○ Heading 1

◉ Heading 2

✓ **Correct**
The numbers in the names of the styles Heading1 and Heading2 are important. They do not simply mean that these are alternatives. Instead, they indicate the level of importance of the heading.

7. You want to add a table to your document. The table must have 5 columns and six rows. Once you go to the **Insert** tab and find the **Tables** choice which of the following methods can you use to insert a table of the correct size?   1 / 1 point
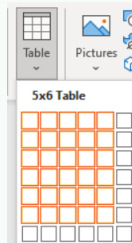
Select all options that apply.

☑ Click on the **Table** drop-down and use the **Insert Table Grid**.

✓ **Correct**
You can easily create a table of the correct size by using the mouse pointer to drag out the dimensions of the table in the grid and fill in 5 squares across and six squares down.

☐ On the Insert ribbon, click on the **Table** dropdown and choose **Quick Tables**.

☑ Click on the **Table** drop-down and choose the **Insert Table** option.

✓ **Correct**
The **Insert Table** choice brings up the **Insert Table** dialog into which you can type a specific number of rows and columns. You can also make choices about the size of the columns or desired autofit behavior.
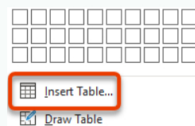
8. You have added a table with five columns into your document but realize that you have forgotten a heading and need to add a sixth. How can you do this?   1 / 1 point

Select all options that apply.

☐ Use one of the Insert buttons from the contextual table **Design** tab.

☑ Put the cursor in the table, right-click and choose Insert from the shortcut menu that appears or the mini toolbar.

✓ **Correct**
Because the right-click menus and the mini toolbar are contexts sensitive, the fact that the cursor is in the table when you click the mouse button means that appropriate choices for working with tables appear.

☑ Click on the Insert Column icon which appears when your mouse pointer is at the top edge of the Table.

✓ **Correct**
The plus icon that appears for both columns and rows when the mouse pointer is in the correct position is a quick way to add in another column or row.
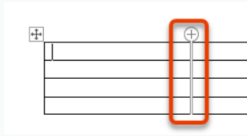

9. A table that you added to your document originally had five columns. You've removed one of the columns from the middle of the table because the information is no longer needed. When you created the table, it stretched across the width of the page. Now that a column has been removed, it is no longer as wide and looks a little unbalanced on the page. What is the quickest method to resize the table so that it occupies the full width of the page?

1 / 1 point

○ Use the **Table Properties** box.

● Use Autofit on the contextual **Table Layout** tab.

○ Use the Distribute Columns choice on the contextual table **Layout** Tab.

✓ **Correct**
Once you have selected the table by clicking on the plus symbol in the top left corner of the table, you can use the **Autofit** dropdown to automatically size your table based on various criteria, including the width of the page.
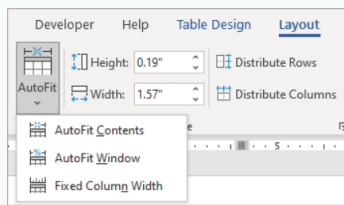
10. You are on page 5 of your document, and you turn on the **Number** feature to create a new numbered list. When you right-click to open the shortcut menu you see the following option on it. What does this mean?

1 / 1 point
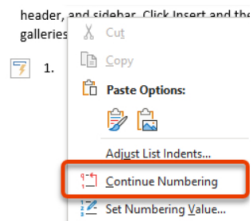
● That there is a previous numbered list further up in the text.

○ That the numbering will stop when you press the enter key unless you chose this option.

✓ **Correct**
If **Word** realizes that there is a previous list, it will always offer to continue the numbering. In some cases, it may continue the numbering automatically and then it will offer to restart the numbering sequence. The lightning flash symbol to the left of the number will also offer this choice without having to open the shortcut menu.