

Your grade: 100%

 Your latest: **100%** • Your highest: **100%** • To pass you need at least 80%. We keep your highest score.

Next item →

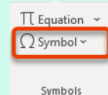
1. You need to put a foreign currency symbol in front of some numbers in your document. Where can you go to do this?

1 / 1 point

- ☐ The **Font** group on the **Home** tab
☒ The **Insert** tab
☐ The **Design** tab

 ✓ **Correct**

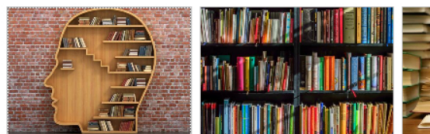
Correct! The **Insert** tab is the one to use when you want to add extra elements to your document. The **Symbols** group on the right-hand side has a command which allows you to insert the appropriate currency marker.



2. You want to add some pictures to your document. You click on the **Pictures** choice on the **Insert** tab and then click on the **Online Pictures** command. The results appear in a box called **Online Pictures** which has a tick box called **Creative Commons Only** in the top left. Why would you tick this box?

1 / 1 point

Online Pictures


☒ Creative Commons only


- ☐ To find images from artistic sources only.
☒ To make certain that you are not infringing on copyright.
☐ To find only black and white images.

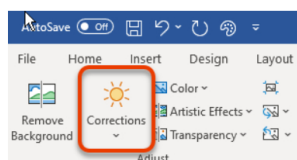
 ✓ **Correct**

Correct! Checking this box means that you will only get search returns that are in the public domain. In other words, you are not infringing upon any copyright if you choose to check this box.

3. What does the following button on the Pictures Format ribbon allow you to do?

1 / 1 point

Select all options that apply.



- ☒ Change the brightness of the image.

 ✓ **Correct**

Correct! The brightness of the image can be adjusted here from dark to very light.

- ☐ Adjust the way the text wraps around the image.

- ☒ Sharpen the Image.

 ✓ **Correct**

Correct! The lines in the picture can be softened or sharpened in this drop-down choice.

4. You have added a picture to your document. How would you resize it?

1 / 1 point

Select all options that apply.

—

☒ Use the **Size** group on the contextual **Picture Format** tab.

☒ **Correct**

Correct! The **Size** group on the **Picture Format** tab has a height and width box. You can type exact dimensions for the picture into these.

☐ Use the **Paragraph Settings** dialog box from the **Home** tab.

☒ Select the picture and then drag with the mouse to make the picture larger or smaller.

☒ **Correct**

Correct! When the picture is selected, there will be circles on the long edges and the corners. You can click and drag any of these handles to resize the picture.

5. An image that you have put into your document has some information across the bottom that you want to remove. What option on the contextual **Picture Format** tab can you use to get rid of it?

1 / 1 point

☒ **Crop**

☐ **Remove Background**

☐ **Compress**

☒ **Correct**

Correct! When you select the picture and choose **Crop** from the contextual **Picture Format** tab, you will see solid black crop handles on the edges of the image. You can use the mouse to reposition these so that some of the picture on that side is sliced off.

