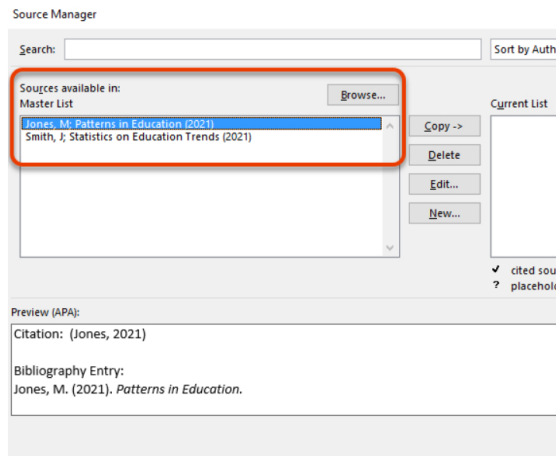### Your grade: 100%

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

Next item →

1. You are working with citations and a bibliography in your document. You are using the **Source Manager** to create a list of sources. How will the **Sources** in this **Master List** be available going forward?

     1 / 1 point

- ○ They are available to documents that are open in **Word** in this working session.
- ● They are available to any document going forward until you remove the entries from the **Master List.**
- ○ They are available only as a reference in this document.

✓ **Correct**
Correct! The **Master List** is always available to all documents created in Word. This is useful if you use the same source material constantly and it makes it easier to create citations and bibliographies in future documents.

2. You have created a bibliography in your document, and you need to update it as you have added new citations. How can you update it?

     1 / 1 point

Select all options that apply.

- ☑ Use the **Update Citations and Bibliography** choice at the top of the **Bibliography**.

✓ **Correct**
Correct! This **Update Citations and Bibliography** choice appears when you click into the **Bibliography**. It is a quick way to update the information in the bibliography.

- ☑ Use the right-click menu.

✓ **Correct**
Correct! When the cursor is in the **Bibliography**, there is an **Update Field** option on the shortcut menu. This will update the bibliography.

- ☐ Press the **F7** shortcut key.
- ☑ Use the **F9** shortcut key.

✓ **Correct**
Correct! This is the shortcut key to update a field which is what a bibliography actually is.

3. Which tab would you use to add in a table of contents?

     1 / 1 point

- ○ The **Insert** tab
- ● The **References** tab
- ○ The **Review** tab

✓ **Correct**
Correct! The **References** tab is for features that allow you to add elements into your document that help the reader to understand the organization of the document such as table of contents and index.

4. You have created a long report which contains many headings and sub-headings. What is the quickest way to ensure that Word includes them all in the table of contents?

     1 / 1 point

- ○ Use the **Add Text** option in the **Table of Contents** group.
- ○ Space the headings so that they are on lines by themselves.
- ● Format all the Headings with styles.

5. You have added an automatic table of contents to your document. you decide to change the wording on one line of the table of contents. when you next update the table of contents what will happen to this amendment?

1 / 1 point

○ The amendment will not be changed.

◉ The **Update Table** feature will automatically overwrite the change that you have made.

○ Word will pause the update to ask if you wish to keep the amendment.

✓ **Correct**
Correct! You should never edit the **Table of Contents** itself. If you do make changes they will be overwritten once the **Table of Contents** is updated.