

Your grade: 100%

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

Next item →

 1. Where would you change your username and user initials in **Word**?

1 / 1 point

- ☐ In the **Save** category of the **File, Options** area.
- ☐ In the **Properties** section of the **File, Info** area.
- ☒ In the **General** category of the **File, Options** area.

✔ **Correct**
 Correct! In this category, you will see fields where you can enter your name and initial.

 2. What information is available in the **Properties** area on the **File, Info** screen?

1 / 1 point

Select all options that apply.

☒ The original author of the file

✔ **Correct**
 Correct! The name of the original author of the file will be shown in the **Properties** section. It will also record the name of the last person to modify the file.

☐ If the **File** is **Password Protected**
☒ The last date the file was modified

✔ **Correct**
 Correct! The **Properties** area will show the original creation date for the file as well as the most recent date that it was modified.

☒ The total number of words in the document

✔ **Correct**
 Correct! The total number of words in the document is recorded here along with other general statistics.

3. Where must a file be saved if you intend to share it with a colleague?

1 / 1 point

- ☐ It must be saved as a template
- ☒ In OneDrive
- ☐ In one of **Word's** system folders

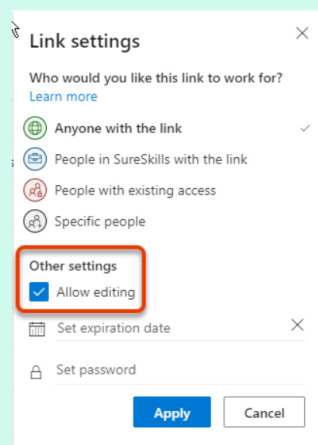
✔ **Correct**
 Correct! To **Share** a file and allow others to access it, you must save the file in a cloud storage location. OneDrive is the Office 365 Cloud Storage.

4. You are about to share a file with a colleague, but you do not want them to be able to edit it or to send it to anyone else. How can you do this as part of the share process?

1 / 1 point

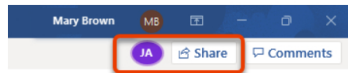
- ☐ Set password protection on the Word document.
- ☐ Send the file as an email attachment.
- ☒ Change the **Anyone with the link can edit** and untick the **Allow Editing** box.

✔ **Correct**
 Correct! By changing the **Permissions** drop-down in the **Share** box you can send a customized share link. When the recipient opens the file, they will only have read-only rights.



5. You have shared a word document with a colleague. While you are editing the document you notice a circle with initials has appeared beside the **Share** choice in the top right-hand corner? What does this tell you?

1 / 1 point



- ☐ That the person is making changes in the file.
- ☐ That you have shared the file with that person.
- ☒ That the person has opened the file.

✓ **Correct**

Correct! As soon as someone else with the correct permissions opens the file, you will see their profile icon in the **Share** area in the top right-hand corner of the Word screen. Their icon will be visible for as long as they have the file open, even if they are not making edits.