Your grade: 95%

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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 **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.

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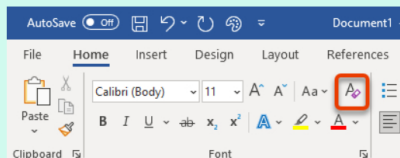
2. You need to type a list of numbers into your document, and the numbers must be aligned correctly around the decimal point. You decide to set a tab to do this using the **Ruler**. Which of the following screenshots would indicate that you are setting it correctly?

   1 / 1 point

   ◯ Option A
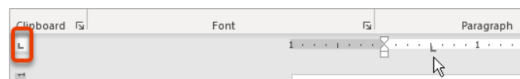
   ⦿ Option C
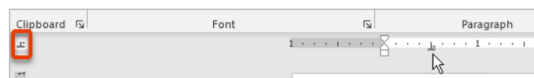
   ◯ Option B

   ⊘ **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 have typed a list of five items and decided to make it a numbered list. You highlight the five items and choose **Numbering** from the **Home** tab. If you wish to space the list so that the numbered items are not too close together, what is the best way to do this?

   1 / 1 point

   ◯ Go back and press enter after each item in the list to add in a blank line.

   ⦿ Highlight the list and use the spacing drop-down in the **Paragraph** section of the **Home Tab**.

   ◯ Highlight the list and use the **Define New Number Format** on the numbering dropdown.

   ⊘ **Correct**
   Correct. Using the **Add Space Before Paragraph** or **Add Space after Paragraph** choices on this drop-

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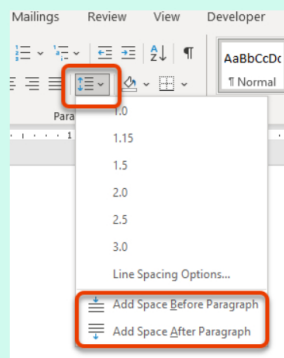
4. Styles are a way to save a set of formatting options. This means that you can easily apply the same formatting multiple times in your document to different blocks of text. This helps you to create a document that is polished and consistent. What kinds of formatting options can you save in a style?

○ Font formatting only.

○ Paragraph formatting only

● Font formatting and Paragraph formatting.

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

1 / 1 point

⊘ **Correct**
A style can contain settings for how the characters look (font formatting) and for how the paragraph is aligned or spaced (paragraph formatting). By applying styles**,** headings and paragraph layout look consistent and attractive. This helps the reader to absorb and understand the content.

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.**

1 / 1 point

⊘ **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?
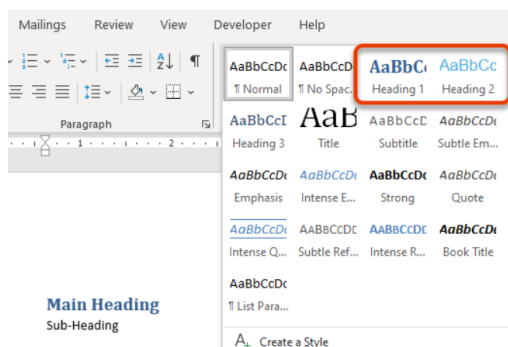
○ Heading 1

○ Either. The two styles are just alternative designs for the text.

● Heading 2

1 / 1 point

⊘ **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?
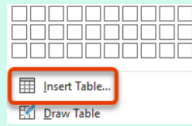
Select all options that apply.

1 / 1 point

☐ 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**
Feedback: 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.

☑ 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.
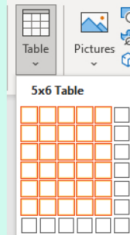
8. You have added a table with five columns into your document but realize that you have forgotten a heading and need to add a sixth. How can you do this?

0.5 / 1 point

Select all options that apply.

☑ Put the cursor in the table, right-click and choose Insert from the shortcut menu that appears or the mini toolbar.
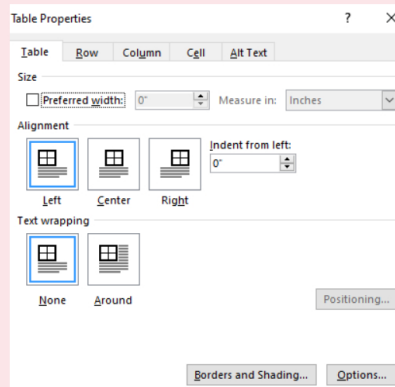
⊘ **Correct**
Because the right-click menus and the mini toolbar are contexts sensitive, the fact that the cursor is in the table when you click the mouse button means that appropriate choices for working with tables appear.

☑ Use the **Table Properties** box

⊗ **This should not be selected**
You can open the **Table Properties** from the left of the **Table Layout** ribbon. The box is a central location for most table settings but there is a quicker method.

☐ Use Autofit on the contextual **TableLayout** tab.

☐ Use the Distribute Columns choice on the contextual table Layout Tab.

☑ 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.

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

Questions 9 – Multiple Choice, Shuffle

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?

9. A document you have created is to be circulated to other people. You are aware that one of your colleagues is visually impaired and uses a screen reading program when working with Word. You want to add a description of what the table contains to help them orientate themselves when they are working with the table. Where would you set this up?

1 / 1 point

◉ The **Table Properties** box

◯ The contextual table **Design**tab

◯ The contextual table **Layout**tab

⊘ **Correct**
The Table Properties box is a central location for settings that will apply to the whole table. The Alt Text tab in here will allow you to enter a title and description for the table which would be read by the screen reader before your colleague looked at the table itself.

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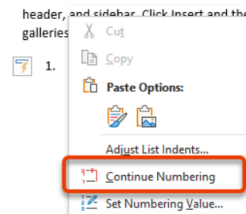
◯ That the numbering will stop when you press the enter key unless you chose this option.

◉ That there is a previous numbered list further up in the text.

⊘ **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.

1 / 1 point