

Your grade: 100%

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

[Next item →](#)

1. As you're typing your document, how will you know that you have made a spelling mistake?

1 / 1 point

- ☐ You won't be aware until you run the spellchecker.
- ☒ The misspelled word will have a red wavy line underneath.
- ☐ The misspelled word will have a double blue underline.

✔ **Correct**

Correct! A spelling mistake will be underlined in red. You can right-click in the word to find corrections.

2. Sometimes the spellcheck feature will encounter a word such as a person's name which is not in its standard dictionary, so it is underlined in red. What can you do in this case?

1 / 1 point

Select all that apply.

- ☐ Go to the **Options** choice on the **File** area and then into the **Language** Category to add it to the **Dictionary**.
- ☒ Right-click and choose **Ignore All**

✔ **Correct**

Correct! If this is the only time you will be using this name you can right-click and choose **Ignore All**. If you chose this option, the spellcheck ignores this word for the rest of the document, but it stops on it again if it appeared in another document.

- ☒ Choose **Add to Dictionary**

✔ **Correct**

Correct! If you add the name to the **Custom Dictionary**, it will be ignored in the document you are working in but will also be ignored in any document you open in the future.

3. You have used a particular word in your document many times and would like to find an alternative to improve the reading experience. How can you do this? (Select all that apply.)

1 / 1 point

- ☐ Run the full **Editor** tool to do a spell-check.
- ☒ Go to the **Thesaurus** choice on the **Review** tab.

✔ **Correct**

Correct! This option allows you to find alternative words but also to "drill down" into levels of meaning to find more detailed and specific lists of replacements.

- ☒ Right-click in the word and choose **Synonyms**.

✔ **Correct**

Correct! The **Synonyms** choice will give a quick list of alternative words or phrases that you can click on to replace the original word in your document.

4. You are reading a document sent by a colleague and it has a foreign language phrase included and you would like to have it translated. Where can you find this option?

1 / 1 point

- ☐ The **References** tab
- ☐ The **Home** tab
- ☒ The **Review** tab

✔ **Correct**

Correct! The **Translate** command in the **Language** group on this tab will ask **Word** to give you a translation. It is also possible to specify what language you would like **Word** to translate it to.

5. You need to be sure that the document you are creating contains a certain number of words. Where would you find this information easily?

1 / 1 point

Select all options that apply.

- ☐ In the **Print Preview** on the **File** area
- ☒ In the **Review** tab

✔ **Correct**

Not quite. The **Word Count** command in the **Proofing** group in the **Review** tab gives information about the number of words, characters, and paragraphs in the document.

- ☒ At the bottom of the **Word** screen

✔ **Correct**

Correct! You can view a quick count of the number of words in the document on the left-hand side of

the **Status Bar** at the bottom of the **Word** screen.