

Your grade: 100%

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

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1. You have several illustrations in your document, and you want to add captions to them. Where can you find the command to do this?

1 / 1 point

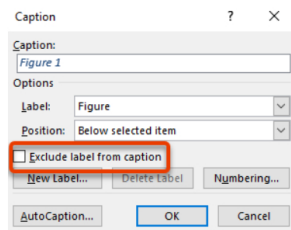
- ☐ On the contextual **Picture Format** tab.
☒ On the **References** tab.
☐ On the **Insert** tab.

✓ **Correct**

Correct! Because captions can update automatically and can reference each other, the command to add them is in the **References** tab.

2. When you are adding a caption to an illustration what does the highlighted choice allow you to do?

1 / 1 point



- ☐ Exclude numbers from the captions
☒ Exclude the text from the captions

✓ **Correct**

Correct! When Word adds captions to graphic elements it will automatically add a text entry before the number. The default is to add the word Figure. Selecting this choice would mean that the captions would only have numbers and no text.

- ☒ Customize the format of the numbering

✓ **Correct**

Correct! The **Numbering** button will allow you to choose a different style of numbering.

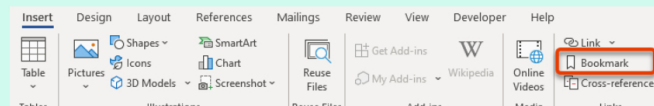
3. Which tab would you use to insert a bookmark into your document?

1 / 1 point

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

✓ **Correct**

Correct! A bookmark is an element added to the background of the document. The command to add one is in the **Links** section of the **Insert** tab, as a bookmark is a way to jump to a specific point in the document.



4. What keyboard shortcut would you use to jump to a bookmark?

1 / 1 point

- ☒ **F5**
☐ **Shift + F3**
☐ **F1**

✓ **Correct**

Correct! The F5 key is the **Go-To** shortcut. This will allow you to jump to a specific page, bookmark, or section.

5. You have added several bookmarks in your document, and you would like to be able to see them in the document. How can you make the bookmarks visible?

1 / 1 point

- ☐ Use the **Show/Hide** command on the **Home** tab.
☒ In the **File, Options, Advanced** screen.

- Use the **Hidden Bookmarks** tick box in the **Bookmarks** dialog box.

✓ **Correct**

Correct! In the **File, Options, Advanced** dialog there is a section called **Show Document Content**. This has a tick box choice **Show Bookmarks**. The bookmarks will appear as grey brackets in the text.

