

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 added a picture from the internet into your document and want to make the image see-through. How would you do this?

1 / 1 point

- ☐ You cannot change the **Transparency** of an image brought in from the internet.
☐ Use the **Corrections** button on the **Picture Format** ribbon.
☒ Use the **Transparency** button on the **Picture Format** ribbon.

✓ **Correct**

Correct! This button will offer a drop-down choice of different levels of transparency for the image from 0 to 80 percent.

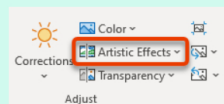
2. If you want to make an image look like a painting, which command on the contextual **Picture Format** tab would you use?

1 / 1 point

- ☐ **Change Picture**
☐ **Reset Picture**
☒ **Artistic Effects**

✓ **Correct**

Correct! The **Artistic Effects** feature has a drop-down collection of preset artistic styles to add flair to your picture.



3. You have added a picture to the report that you are typing. When you select it, the highlighted option button appears next to the picture. What is this for?

1 / 1 point

Select all options that apply.



- ☒ Controlling **Text Wrapping**

✓ **Correct**

Correct! This **Layout Options** button lets you control how the text flows around the image. This is referred to as **Text Wrapping**.

- ☒ Moving the picture.

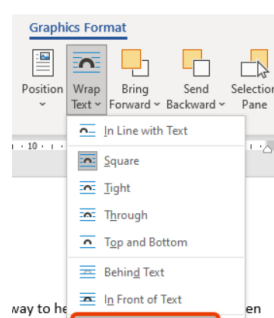
✓ **Correct**

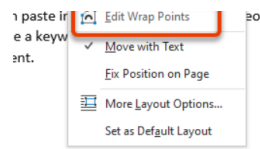
Correct! When a picture is inserted into a document its position is locked to where the cursor was when the image was added. It is not possible to move it. Clicking on this **Layout Options** button and switching to a different **Text Wrapping** choice will mean that the picture can also be moved around on the page.

- ☐ Rotate the picture.

4. You have added a picture in the middle of some text. What does the highlighted command on the **Wrap Text** drop-down allow you to do?

1 / 1 point





- ☐ Turn on the **Text Wrapping** again when you've made the picture bigger or smaller.
- ☒ To customize how close the text comes to the picture.
- ☐ Stop the text wrapping around the picture.

✓ **Correct**

Correct! When you have chosen a **Wrap Text Layout** that makes the text flow around the image, this command will let you customize it even more and bring the text closer to the edge of the image.

5. You have added an image of a countryside view to your report. You would like people who read your document to be clear on where the location is. Where do you find the command to add a **Caption** to the picture?

1 / 1 point

- ☐ In the **Picture Format** tab
- ☒ In the **References** tab
- ☐ In the **Insert** Tab

✓ **Correct**

Correct! The **References** tab contains features such as **Table of Contents** or **Index** which allow you to explain the organization of your document. Adding a **Caption** to an image means that it could be referred to in an **Index**.

