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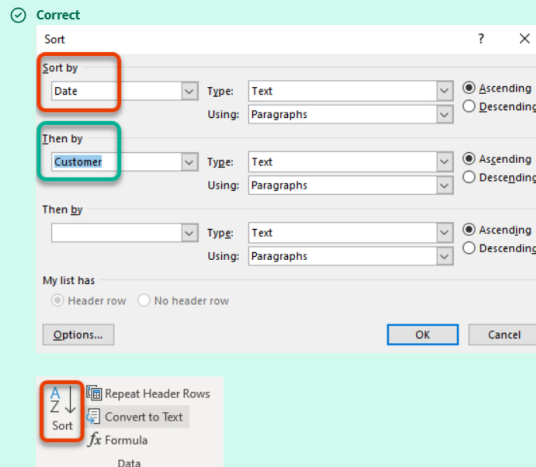
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1. You have a table that contains a list of orders. The table contains the date and customer information. You want to sort the data by date first and then have each month's orders sorted by customer name. How would you do this?

1 / 1 point

- ☐ Word can't recognize dates so this will not be possible.
- ☒ In the **Sort Text** dialog choose date in the first **Sort by** field and then choose **Customer** in the second **Then by** field.
- ☐ Select the date column and **Sort the Table**. Once this is done, select the customer-name column and **Sort** again.



Correct! By using the drop downs in the **Sort Text** dialog, you can ask **Word** to do up to three levels of **Sort** at the same time.

2. You have already typed a numbered list in your document. Further down in the document you turn on the numbering again and you see that the numbering has continued from the previous list. How can you make sure that the second list begins numbering at 1?

1 / 1 point

- ☒ Click the right mouse button to get the shortcut menu and choose the **Restart** option.
- ☐ Click on the **Multilevel** list choice to allow for multiple lists.
- ☐ Double click on the **Numbering Button** on the **Home** tab to start numbering for the second list.

✓ **Correct**  
Correct! The second list has carried on the number sequence of the previous list, so the short cut menu will offer the **Restart at 1** choice. If the second list had begun at 1, it would be showing the **Continue Numbering** option.

3. You want to type a numbered list but would like the numbering to begin at 6. How would you achieve this?

1 / 1 point

- ☐ Click on the **Numbering** button six times.
- ☒ Turn on **Numbering** and right-click to get the shortcut menu. Choose **Set Numbering Value**.
- ☐ Type the number 6 and then turn on the **Numbering** feature.

✓ **Correct**  
Correct! When you first turn on the **Numbering** feature Word will pick a default value to begin with. This can then be customized by choosing **Set Numbering Value** from the right-click menu.

4. You want to create a list with multiple levels, so you have clicked on the **Multilevel List** button. You have selected a list type where the main points have numbers, and the sub-points have initial letters. While you are typing the list, how would you make sure that the paragraph you are typing had an initial letter and not a number?

1 / 1 point

Select all options that apply.

- ☒ When you press enter and a new numbered point appears, you click on the **Indent** button on the **Paragraph** group on the **Home** tab.

✓ **Correct**  
Correct! Clicking on **Indent** moves the cursor to the right and this tells Word that you would like this paragraph to be a sub-paragraph.

- ☐ When you press enter and a new numbered point appears, you click on the **Multilevel List** button
- ☒ When you press enter and a new numbered point appears, you press the **tab** key.

✓ **Correct**

Correct! Pressing the tab key moves the cursor to the right and this tells Word that you would like this paragraph to be a sub-paragraph.

5. You switch on the **Numbering** feature and begin typing a list. How can you make sure that there is a blank line between the numbered items on the list?
- ☐ By pressing enter twice at the end of every paragraph.
- ☒ By using the **Add Space Before Paragraph** and **Add Space After Paragraph** on the **Line and Paragraph Spacing** dropdown.
- ☐ By using the **Define New Number Format** option from the **Numbering** dropdown.

1 / 1 point

✓ **Correct**

Correct! The space before and space after feature allows you to space the paragraphs without confusing or switching off the numbering in the list.

