

Your grade: 100%

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

Next item →

1. You re-open a document that you have already been working on. After a few seconds, you notice this symbol on the scroll bar on the right-hand side. What does it allow you to do?

1 / 1 point



- ☐ Mark that location in the document so you can come back to it at a future time.
- ☐ Close the document again.
- ☒ Go to the last location of the cursor

✓ Correct

 Correct! This symbol is called the **Welcome Back Bookmark**. Clicking on it will take you back to the last location of your cursor when it was previously open.

2. On the **View** tab, what does this button allow you to do?

1 / 1 point



- ☐ Set the text up in columns.
- ☐ Turn the page landscape to fit more on the page.
- ☒ This allows you to flip through your document pages as if they were an e-book.

✓ Correct

Correct! When you are reviewing your document, setting this view can make the reading process seem more natural. The pages flip over as they would if you were reading a print copy.

3. How can you adjust the Word screen magnification to make your document easier to see and work with?

1 / 1 point

Select all options that apply.

- ☒ Use the slider control in the bottom right-hand corner of the **Word** screen.



✓ Correct

Correct! You can zoom incrementally by clicking and dragging the zoom slider in the status bar or by clicking the + and – buttons at either end of the bar.

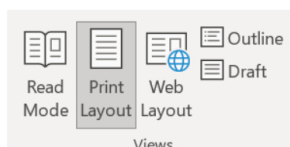
- ☒ Use the **Zoom** feature on the **View** tab.



✓ Correct

 Correct! The **Zoom** button on the **View** tab will open a dialog box that will let you choose specific zoom settings.

- ☐ Use one of the choices in the **Views** group on the **View** tab.



4. What keyboard shortcuts can use if you want to search for help on a topic?

1 / 1 point

Select all options that apply.

- ☒ Alt+Q

✓ Correct

✔ Correct

Correct! Pressing Alt+Q will bring the cursor into the **Search** box on the **Word** title bar. When **Word** finds the word or topic it will give links on a drop-down menu to help pages or to the actual feature itself.

✔ F1

✔ Correct

Correct! Pressing the F1 key opens the **Help Task Pane** on the right-hand side of the **Word** screen. You can type a term into the search box and Word will give both directions and links to help pages. There will also be a feature called "Show Me" which will open the appropriate Tab with the option you want to be indicated.

❑ Ctrl+N

5. If you want to get links to some quick training videos on **Word** basics, where would you go on the **Word** screen?

1 / 1 point

- ☐ The Search box at the top of the **Word** screen
- ☒ The **Help** Tab
- ☐ The **Help Pane**

✔ Correct

Correct! The **Show Training** button on the **Help** tab will give access to several videos on basic techniques in **Word**. It will present the same links every time you click on this button.