

Your grade: 100%

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

[Next item →](#)

1. Where on the Word screen can you see all the Word commands organized in groups?

1 / 1 point

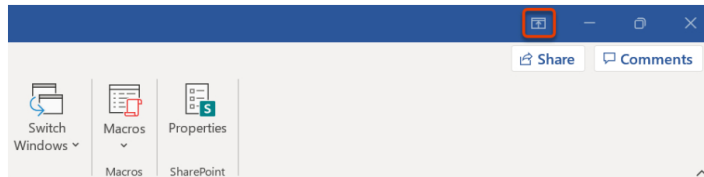
- ☐ The **Program Management** area
- ☐ The **Quick Access Toolbar**
- ☒ The **Tab and Ribbon Interface**

✓ **Correct**

Tabs contain collections of associated commands. When you click on a tab name such as **Home** or **Insert**, the commands on that tab are shown in the Ribbon area underneath the tab names.

2. What does the following highlighted button on the Word screen allow you to do?

1 / 1 point



- ☒ Collapse or expand the Ribbon
- ☐ Move your file to cloud storage
- ☐ Close the file.

✓ **Correct**

This arrow will allow you to change the ribbon display. It is possible to hide the Ribbon until you need to use it. This gives you more room on the screen for the document you are working on.

 3. What does the following highlighted button on the **Home** tab do?

1 / 1 point



- ☒ Makes all the typed characters in the document visible.
- ☐ Opens a dialog box
- ☐ Lets you add spacing to the paragraph.

✓ **Correct**

This is the **Show/Hide** command, and it allows you to see the hidden formatting marks that Word puts in the document as you type.



4. What is a template in Word?

1 / 1 point

- ☐ A view of the document that shows how it will look when it is printed.
- ☐ The machine copy of your file that Word saves every ten minutes.
- ☒ A type of document that you base your new document on.

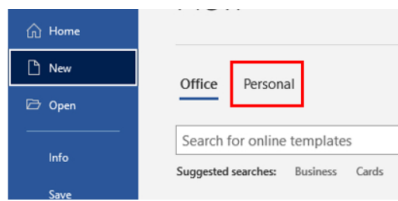
✓ **Correct**

A template is a saved document that you can use as the starting point for another new document. A template can contain settings, formatting, and even content such as text or pictures.

 5. In the **File** Area of your document, what does the highlighted option give you access to?

1 / 1 point





- ☐ Files you have recently worked on.
- ☐ A list of Personal settings for your copy of Word.
- ☒ Any customized templates that you have created.

✓ **Correct**

This heading allows you to locate templates that you have created. This **Personal** choice is not visible until you have created and saved at least one template.