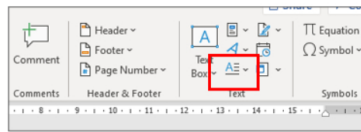**Your grade: 100%**

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

[Next item →]

1. What does this highlighted command from the **Insert Tab** allow you to add to your document?

   ◉ A **Drop Cap**

   ○ A **WordArt Entry**

   ○ A **Text Box** that has the rest of the text wrapped around it.

   > ✓ **Correct**
   > Correct! A Drop Cap is a capital letter at the beginning of a paragraph that is larger than the other letters and is often dropped down into the paragraph. This button gives an easy way to add this effect.

   `1 / 1 point`

2. What does **SmartArt** allow you to add to your document?
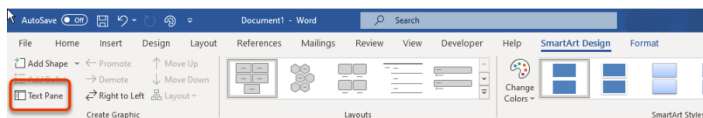
   ○ Text with special effects

   ○ Online images

   ◉ Diagrams

   > ✓ **Correct**
   > Correct! **SmartArt** is an interactive way to build a **Diagram** in **Word**. The presets that it offers provide a framework for many different types of information.

   `1 / 1 point`

3. You have added a process diagram to your document using **SmartArt**. What does the highlighted choice allow you to do?

   ◉ Open a small window where you can type the entries for boxes in the diagram.

   ○ Increase the width of the diagram.

   ○ Add a new box to the left.

   > ✓ **Correct**
   > Correct! This button will open the **Text Pane** which allows you to type the text as a list. Each list item becomes an entry in a box in the diagram.

   `1 / 1 point`

4. You have been asked to create a report on how your department is organized. As part of this, you would like to put in a diagram to show who staff members report to. Which diagram in **SmartArt** would be the best choice for this?

   ◉ **Hierarchy**

   ○ **Relationship**

   ○ **Process**

   > ✓ **Correct**
   > Correct! This type of diagram is used for hierarchical information or reporting relationships in an organization

   `1 / 1 point`

5. You have used **SmartArt** to add a process diagram to your document. It contains four steps, and you need to add a fifth. How would you do this?

   ◉ Use choices in the **Create Graphic** section of the **SmartArt Design** ribbon.

   ○ The **SmartArt styles** section of the **Smart Design** ribbon

   ○ The **Layouts** section of the **Smart Design** ribbon

   > ✓ **Correct**
   > Correct! The **Create Graphic** sections contains all the options to add or delete elements to your diagram. Some choices may be greyed out if they are not appropriate for the diagram you have selected.

   `1 / 1 point`