

**Your grade: 100%**

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

Next item →

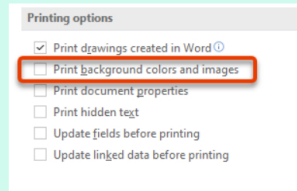
1. You created a promotional flyer in Word and set the page color to match your company logo. When you print the document, the background is still white. Where can you go to fix this?

1 / 1 point

- ☐ The **Fill Effects** on the **Page Color** dropdown.  
☒ The **Display** category in **File, Options**.  
☐ The **Print** option in the **File Backstage** area.

✓ **Correct**

Correct! The tick box **Print Background Colors and Images** in this category will ensure that the background color on the page appears on the printed page. This setting is not selected by default to save on ink.



2. You want to add a picture as a watermark in your document. What do you need to select to do this?

1 / 1 point

- ☐ Go to the **Insert Ribbon** and choose from the **Pictures** drop-down.  
☒ Go to the **Design Ribbon** and then choose **Custom Watermark** from the end of the **Watermark** drop-down.  
☐ Go to the **Design Ribbon** and then choose one of the quick choices given in the drop-down gallery.

✓ **Correct**

Correct! The **Custom Watermark** choice opens the **Printed Watermark** dialog. This includes options to add a picture or a customized piece of text as a watermark and to change the color or transparency of the watermark.

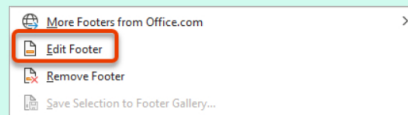
3. Your document already has page numbering at the bottom of the page. You would like to have a department name appearing there also. What feature can you use to do this?

1 / 1 point

- ☐ Use the drop-down choice on the **Insert Tab** to add it as a **Header**.  
☒ Use the drop-down choice on the **Insert** tab to add it to the **Footer**.  
☐ Not quite. You cannot add anything else at the bottom of the page as you have already added the **Page Numbers**.

✓ **Correct**

Correct! Whatever is entered in the **Footer** area will automatically repeat at the bottom of every page. The **Page Number** feature has already added the page numbers to the **Footer** area, but you can choose to **Edit Footer** to add any other content you like.



4. You would like to have a border around the page in the document you have created. Where in the Ribbon area can you find this option?

1 / 1 point

- ☐ The **Insert** tab  
☐ The **Layout** tab  
☒ The **Design** tab

✓ **Correct**

Correct! The option to add borders on the page are in the **Page Background** section of the **Design Tab**. You will also find **Page Color** and **Watermarks** in the same section.

5. What is the keyboard shortcut to add a **Page Break** into your document?

1 / 1 point

- ☒ **Ctrl + Enter**  
☐ **Ctrl + P**  
☐ **Ctrl + N**



Correct

This keyboard combination will put a page break at the location of the cursor.