

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 open a document that has the Track Changes feature turned on and it has this red line in the left margin. What type of markup is this?

1 / 1 point



- ☐ No Markup
☒ Simple
☐ All Markup

✓ **Correct**

Correct! This is the default setting. This shows the changes to the document as a simple line in the margin. Click on the line to see details.

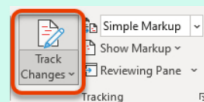
2. You have opened a document but have not started editing. How would you know that Track Changes has been switched on?

1 / 1 point

- ☐ Look at the **Title Bar**.
☒ Look at the **Review** tab.
☐ Look at the **Shortcut Menu**

✓ **Correct**

Correct! The **Track Changes** command in the **Tracking** group on this tab will be shaded if the feature is switched on.



3. If you are reviewing the edits made in the document, where can you go to accept or reject amendments highlighted by the Track Changes feature?

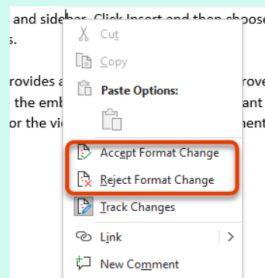
1 / 1 point

Select all that apply.

- ☒ The **Shortcut** menu

✓ **Correct**

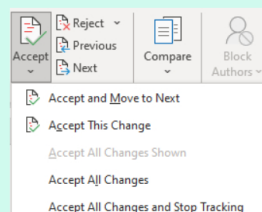
Correct! If the cursor is in a piece of text containing Markup, the right-click, shortcut menu allows you to **Accept** and **Reject** choices.



- ☒ The **Review** tab

✓ **Correct**

Correct! The **Changes** group in the **Review Tab** contains **Accept** and **Reject** commands.



☐ The Status Bar

4. Two colleagues have sent you separate copies of a report. They have each made changes to the text and the formatting. You use the combine feature to merge the two documents. Where would you see a list of all the changes made and who made them?

1 / 1 point

- ☒ The **Reviewing Pane**
- ☐ The **Combined DocumentPanel**
- ☐ The **Revised Document** panel on the right-hand side.

✔ **Correct**

Correct! The **Reviewing** Pane, when it is switched on, appears on the left-hand side. This pane will list all amendments and include the names of the people who made the changes.

5. If there is a style conflict when using **Combine** to merge two documents, which formatting will Word apply?

1 / 1 point

- ☐ The style from the original document.
- ☐ The style from the revised document.
- ☒ Word will allow the user to choose.

✔ **Correct**

Correct! If the two documents being combined are using different Style Sets, Word will ask the user to indicate which document has the Style Set that should be considered the baseline.