Your grade: 100%

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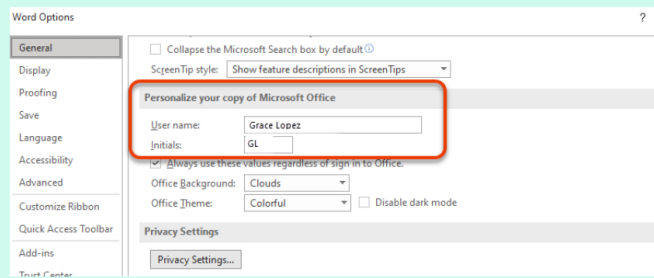
[Next item →]

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1. You are about to create reference documents that will be available to everyone in your organization. You need the department you work in to show as the author of the files rather than your name. What are the steps to ensure that this is the case?   **1 / 1 point**

   ○ Click **File**, **Info**, and change the **Username and Initials**.

   ⦿ Click **File**, **Options**, **General,** and change the user name and initials.

   ○ Click **File**, **Options**, **Save** and change the **Username and Initials**.

   > ⊘ **Correct**
   > The username and initials can be customized here at any time.
   >
   > | Word Options | ? |
   > | --- | --- |
   >
   > General
   > Display
   > Proofing
   > Save
   > Language
   > Accessibility
   > Advanced
   > Customize Ribbon
   > Quick Access Toolbar
   > Add-ins
   > Trust Center
   >
   > ☐ Collapse the Microsoft Search box by default ⓘ
   > ScreenTip style: [Show feature descriptions in ScreenTips]
   >
   > **Personalize your copy of Microsoft Office**
   > User name: [Grace Lopez]
   > Initials: [GL]
   > ☑ Always use these values regardless of sign in to Office.
   > Office Background: [Clouds]
   > Office Theme: [Colorful]   ☐ Disable dark mode
   >
   > **Privacy Settings**
   > [Privacy Settings...]

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2. You have saved a Word document in OneDrive. You want your colleagues to be able to access the file for reference purposes, so you decide to create a share link to send to them. Which of the following statements are true?   **1 / 1 point**

   Select all options that apply.

   ☑ The share link could be forwarded to others, and they might also be able to see and edit the file.

   > ⊘ **Correct**
   > This is one of the default settings for a share link which is why it is important to make decisions about who has access to the file when you create the link.

   ☐ Only one person can edit the file at a time, even if you have shared the file with several people.

   ☐ Each colleague will receive a separate copy of the file when they click on the share link. They will not have access to the original file.

   ☑ Each colleague will be able to download a copy of the file onto their machine.

   > ⊘ **Correct**
   > The default setting for a share link is that the **Block Download** setting is disabled. As a result, your colleagues would be able to download copies of the file. If you set the **Block Download** option to **ON**, recipients can still link to the file, open, and edit it but no one will be able to download a copy of the document.

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3. You must share an extremely confidential file with your team. You need to be sure that the following criteria are met: **1 / 1 point**

   - That only your colleagues in the team can access the content.
   - That they can only read the file but not edit it.
   - That none of the team can download a copy of the file.
   - Some members of the team are senior staff who have assistants to deal with email. The assistants must not be able to open the file.

   What do you need to do when creating the share link to ensure that all these conditions are met? (Select all that apply.)

   ☑ Use the **Set Password** option to set a password.

   > ⊘ **Correct**
   > Setting a password is a useful way to strengthen the security of a share link. If you have set this, when others click on the link, they will be asked for the password. If they cannot enter the password, the link will remain inactive. In this scenario, you could use a password known to the senior staff but not known by their assistants.

   ☑ Change **Anyone with a link can Edit** to **Specific People**

   > ⊘ **Correct**
   > The **Specific People** choice is a more secure share option than the **Anyone with a Link** or **Anyone in my Organization** choices. When you select **Specific People** and add the email addresses only those specified people can access the file.

   ☑ Enable the **Block Download** option.

   > ⊘ **Correct**

☑ Clear the tick mark in the **Allow Editing** box.

☐ Use the **Set Expiration Date** option.

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4. You have asked a colleague to review a document that you created. They have used the comment feature to add their own suggestions for amendments to the content and want to review the document again when you have finished making the adjustments. What would be the best way to handle the comments so that they know you have not missed any?   **1 / 1 point**

○ Make the suggested changes but delete the comments.

○ Make the suggested changes but leave the comments untouched in the document

◉ Make the suggested changes and click on **Resolve** in each comment.

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5. You are responsible for maintaining a procedures document for your department which was originally created by a colleague. When you check the procedures folder, you realize that there are two versions of the document with slightly different names. You decide to use the **Compare** feature in **Word** to check the differences between them. You click on **Review** and then **Compare**. When the **Compare** feature is using default settings, how many versions of the document will you see on the Word screen?   **1 / 1 point**
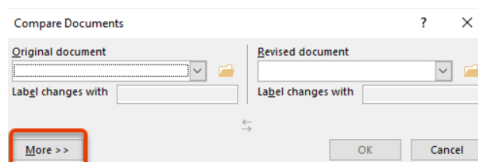
○ 2

○ 1

◉ 3

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6. When you run the compare feature in Word, what will the highlighted button enable you to do?   **1 / 1 point**

○ Merge the two documents together.

○ Include more documents in the compare.

◉ Customize what is being compared in the documents.

The **More** button opens a dialog where it is possible to decide what elements in the documents are being included in the comparison. The default setting is that all the boxes are ticked which would indicate that Word will compare both content and formatting.
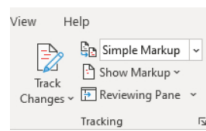
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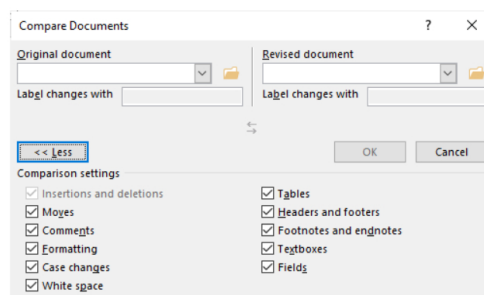
7. The **Track Changes** feature in a document was switched on when you sent a document to a colleague for review. You know that they made amendments. If the **Track Changes** options were set as follows, how will the   **1 / 1 point**

changes be displayed in the document?

View   Help

Simple Markup
Show Markup ∨
Track Changes ∨   Reviewing Pane ∨

Tracking

○ Additions will be underlined, and deletions will be marked with strikethrough

◉ As a red line in the margin

○ All revisions will be listed in balloons to the right of the document.

⊘ **Correct**
When the view is set to **Simple Markup**, the document shows only the amended version of the text. A red line appears in the margin to indicate that a change has been made. Clicking on the red line will switch the display to full markup so that you can see both the original version and the amended version of the text.

8. The Track Changes feature was switched on when you sent a document to a colleague for review. When they send it back, the settings for **Track Changes** are set as follows:

1 / 1 point

View   Help

No Markup
Show Markup ∨
Track Changes ∨   Reviewing Pane ∨

Tracking
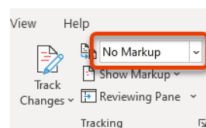
What do you need to do next?

◉ Use the **Next** or **Previous** options in the **Changes** section of the **Review** ribbon to step through any amendments and use the **Accept** or **Reject** buttons to decide on whether to keep the changes.

○ There are no changes in the document.

⊘ **Correct**
The **No Markup** setting hides any markup, and the document looks as if there are no revisions or as if all revisions are accepted. This view allows you to see a clear copy of the amended document by temporarily hiding the markup. The markup is still there in the background. If the setting is switched back to **Full Markup** all the amendments will be visible.

9. You are running the combine feature in Word to merge two documents together. Combine is still set to default settings. What does the **Revisions Pane** on the left show you?
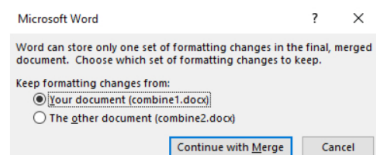
1 / 1 point

◉ A list of amendments that have been made and who they were made by.

○ The original document

○ A new document that is a copy of the original document and the document it was merged with.

⊘ **Correct**
The **Revisions Pane** appears on the left side of the Word screen. and it will show a list of amendments made to the document. The changes are not shown in context but if you click on any of the amendments the cursor in the document in the middle pane will move to that location.

10. You are running the combine feature in Word to merge two documents together. You have chosen the two documents and clicked ok. The following dialog message appears:

1 / 1 point

Microsoft Word   ?   ✕

Word can store only one set of formatting changes in the final, merged document. Choose which set of formatting changes to keep.

Keep formatting changes from:
◉ Your document (combine1.docx)
○ The other document (combine2.docx)

Continue with Merge   Cancel

If you click on the **Continue with Merge** button, what will happen?

◉ The formatting in the original document will be kept and the formatting in the other document will show as tracked changes.

○ The formatting in the original document will be kept and the formatting in the other document will be lost completely.

⊘ **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 or "original" settings. The formatting from the other document will then show as tracked changes.