Your grade: 100%

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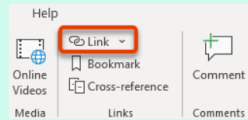
Next item →

1. You would like to add a hyperlink to a web page into your report. How can you do this?

   1 / 1 point

   ⦿ Use the **Link** option on the **Insert** tab.

   ◯ Use the **Cross Reference** option on the **Insert Tab**.

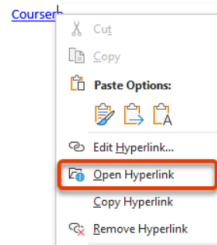   ◯ Use the **Bookmark** option on the **Insert** tab.

   ✓ **Correct**
   Correct! The **Link** choice will open the **Insert Hyperlink** dialog. You can use this to set hyperlinks to various types of locations.

2. You have added a hyperlink to a web page in your report. What would the highlighted command on the right-click shortcut menu allow you to do?

   1 / 1 point

   ⦿ It takes you to the linked webpage which will open in your browser.

   ◯ It opens the **Hyperlink** dialog box so you can make changes to your link.

   ◯ Display the actual web address contained in the hyperlink**.**

   ✓ **Correct**
   Correct! Choosing this option is the same as using the **Ctrl + Click** option when the mouse pointer is resting on the hyperlink.

3. What can you use a hyperlink to link to?

   1 / 1 point

   Select all options that apply.

   ☐ A cell in a table

   ☑ A webpage

   ✓ **Correct**
   Correct! You can copy the URL for any webpage or any area in the webpage and put it into the **Hyperlink** box. This will create a hyperlink that will allow you to jump straight to that spot.

   ☑ An email address

   ✓ **Correct**
   Correct! This type of hyperlink can create an email when the reader clicks on it. This is useful for documents where people need to provide feedback of any kind – for example, an accident at work form.

   ☑ A place in the existing document

   ✓ **Correct**
   Correct! You can create a hyperlink to go to a heading or a bookmark in your document.

4. Where does an endnote appear?

   1 / 1 point

   ◯ At the bottom of the page.

   ◯ On a new page at the end of the document.

   ⦿ At the end of the document.

   ✓ **Correct**
   Correct! An endnote will appear at the end of the document. The endnote feature cannot add page breaks, so the endnote may appear at the bottom of the text on the last page of the document.

5. You have added footnotes to your document. How can you view all the footnotes one by one?

1 / 1 point

○ Double click on the small number that has appeared at the point in the text where you inserted a footnote.

◉ Use the **Next Footnote** button on the **References Ribbon**.

○ Not quite. Click on the arrow in the bottom right-hand corner of the **Footnotes** section on the **Reference Ribbon.**

> ⊘ **Correct**
> Correct! When you click on the **Next Footnote** button you are given a drop-down choice that has **Next Footnote** and **Previous Footnote** on it. You can use these to cycle through all the footnotes in the document.

5. You have added footnotes to your document. How can you view all the footnotes one by one?

1 / 1 point

○

◉

○

> ⊘ **Correct**
> Correct! When you click on the **Next Footnote** button you are given a drop-down choice that has **Next Footnote** and **Previous Footnote** on it. You can use these to cycle through all the footnotes in the document.