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're creating an information document for people attending a course. You have included a picture of a map showing the route to the course venue and you would like to make some adjustments to this picture. Once you've selected the picture, where would you expect to find the commands to do this?   **1 / 1 point**

    ○ On the **Quick Access Toolbar**

    ○ On the **HomeRibbon**

    ⦿ On a contextual tab to the right of the ribbon area.

    > ⊘ **Correct**
    > A contextual tab appears in the ribbon area when specific elements are selected in your documents such as pictures, shapes, or tables. The contextual tab offer commands that relate to the element that is selected. In this case, because a picture is selected the **Picture Format** tab will appear. Contextual tabs usually appear on the right-hand side of the ribbon area. For some elements, more than one contextual tab may appear.
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    >
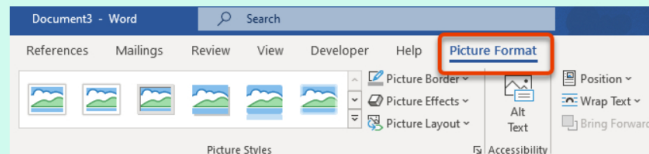
2. A member of your team has asked you to review a report which they just completed. The report will be submitted to a senior manager, and everything in the document must look professional. When you open the report, the first thing you notice is that the spacing between words and between paragraphs looks very inconsistent. Which feature can you switch on in Word to help you figure out why this is happening?   **1 / 1 point**

    ⦿ The **Show/Hide** command on the **Home Ribbon**.

    ○ B: The **AutoCorrect** feature.

    ○ The **Spellcheck** feature.

    > ⊘ **Correct**
    > Every time that you press a key on the keyboard, Word enters a character into the document. Normally Word will hide some of these non-printing characters so that you are seeing a true picture of what the document will look like to the reader. The characters that are inserted when you press the spacebar or when you press enter to go to a new paragraph are normally hidden. Clicking on the **ShowHide** button on the **Home Ribbon** will make them visible and make it easier for you to edit them.
    >
    >
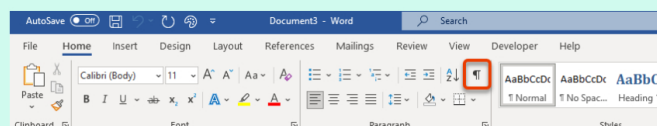
3. When you chose to create a new blank document, Word uses default settings for formatting or other document choices. Where does it store these default settings?   **1 / 1 point**

    ○ The default template.

    ⦿ The normal template.

    ○ The document template.

    > ⊘ **Correct**
    > The normal template in Word is the one that a blank document is based on. It contains all the default settings for that blank document. You can customize this if you wish.

4. You have created a report in Word and want the reader of the document to be aware that it is confidential. You think that adding a watermark would be the appropriate way to do this but you're not sure. If you type the word watermark in the search box at the top of the Word screen, what type of help results might Word show?   **1 / 1 point**

    Select all options that apply.

   ☑ Filenames where the word watermark might have been used.

    > ⊘ **Correct**
    > If you type in a word or phrase which has been used in the name of any of your files, they will be listed here also. Word will also show any mentions of the word in the document you have open. It will even show you contacts if the word or phrase is also used in people's names.

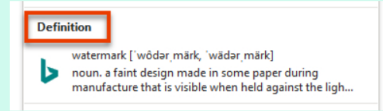   ☑ Direct access to the **Watermark** command.

⊘ **Correct**

The **Actions** section of the **Help** results is the quickest way to access the command directly. It can save time since you don't need to navigate to the ribbon that the command is on.
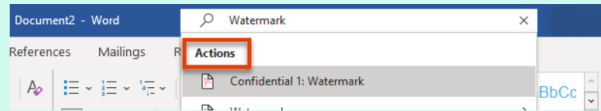

☑ A definition of a watermark.

⊘ **Correct**

Word will automatically define the word you have typed in the search box.

☐ E: A contact form that you can submit to get assistance.

☑ Access to help pages on how to work with watermarks.

⊘ **Correct**

The **Get Help On** section opens the **Help Pane** on the right of the Word screen. It provides links to the Help Pages on the Microsoft server. It may also link to videos that demo the feature.

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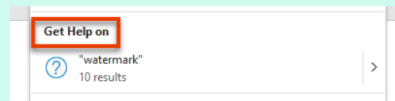
5. You are working on a long document that contains several headings. You have formatted them very quickly using the style feature in Word. If you turn on the **Navigation Pane** at the left of the Word screen, what would you expect to see in it?

   1 / 1 point

⦿ The headings in your document.

○ Nothing – because you haven't used the find feature.

○ All the text of your document.

⊘ **Correct**

Because you have formatted the headings in the document using the style feature, Word can recognize them. As a result, the **Navigation Pane** will show those headings and you can click on any one of them to go to that point in the document.

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6. Your company has just updated its style guidelines. They have switched to a cleaner, less embellished font, to improve accessibility. The document you were working on is typed using the older font. How can you quickly select all the text in the document to change it to the new choice? Select all options that apply.

   1 / 1 point

☐ Move your cursor to the top of the document. Then use the **Ctrl + End** keyboard combination to go to the bottom.

☑ Use the **Ctrl + A** keyboard combination

⊘ **Correct**

Pressing **Ctrl + A** will automatically select all the text in the document regardless of where the cursor is when you press it.

☑ Click and drag with your mouse to select the text.

⊘ **Correct**

This method will select the text. However, if the document is a long one, it can be an awkward method. There are quicker ways to select all the text in the document at once.

☑ Use the select option on the **Home** ribbon.

⊘ **Correct**

The **Select** drop-down on the **Home** ribbon provides a quick way to select all the text, or to select other elements in the document.
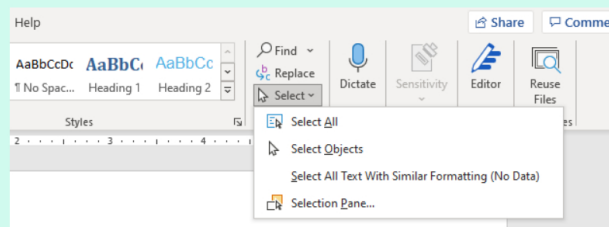
7. You have taken over a work project from a colleague. In its initial stages, the project was known by a generic temporary name, but it has now been finalized as two separate phases each with its title. You want to replace the temporary name everywhere it occurs, but it must be replaced with the correct phase name, so context is important. As you are proofreading the document how can you use the cut and paste feature most efficiently to make the amendments?

1 / 1 point

○ Use the **Find and Replace** feature in Word

○ **Copy** the correct phase 1 title. Read through the document and when you find an instance of the generic name which needs to be replaced with this new title, select it, and choose **Paste**. When you get to the end of the document, go back to the top and repeat these steps, but this time replacing any remaining occurrences of the generic name with the phase 2 title.

◉ Use the **Clipboard Pane** feature in Word

⊘ **Correct**
The **Clipboard Pane** can hold up to 24 entries. If you open it and then copy both new titles, they will be stored in the **Clipboard Pane**. You can then read once through the document and, when you see the generic project name, you can decide which of the two entries in the **Clipboard Pane** to replace it with.
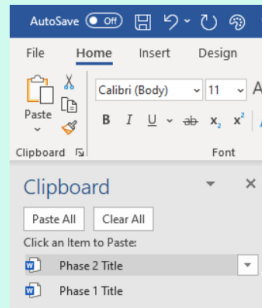

8. You are working on a document which has several members of staff mentioned in it. You would like to find the name of one colleague, but you are unsure of the correct spelling of their last name – it may be Thompson or Thomson. How can you ask Word to search for any name beginning with Thom and ending with any combination of letters?

1 / 1 point

○ Go to the **Find** drop-down on the **Home Ribbon**. Choose **Advanced Find**. Type Thom? and click on **Find Next**.

○ Go to the **Find** drop-down on the **Home Ribbon**. Choose **Advanced Find**. Type Thom* and click on **Find Next**.

◉ Go to the **Find** drop-down on the **Home Ribbon**. Choose **Advanced Find**. Choose **More**. Check the **Use Wildcard** check box and then type Thom*

⊘ **Correct**
The asterisk is a **Wildcard** used in **Find** searches to stand for any number of letters. However, Word does not automatically recognize that it is being used as a Wildcard. Checking the **Use Wildcards** box tells Word to use the asterisk as a **Wildcard**.
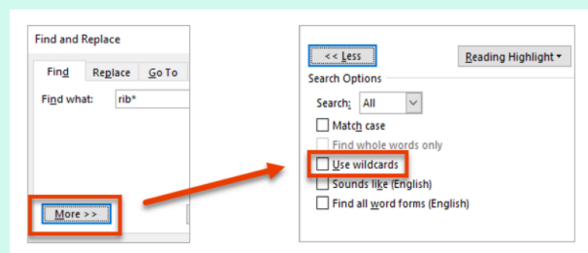

9. You have accidentally added an incorrect spelling to the dictionary when you were running the spellchecker. Word will no longer flag that incorrect spelling as it has been added to its list of recognized spellings. Where would you go in **Word** to remove it so that spellchecker will recognize it as an error again?

1 / 1 point

◉ Click on **File**. Choose **Options** and then **Proofing**. Finally, click on **Custom Dictionaries**

○ Once you click on the **Add to Dictionary** choice it is not possible to reverse this.

○ Click on **Review**. Choose **Editor** and remove it there.

⊘ **Correct**
The **Edit Word List** button in the **Custom Dictionaries** dialog will allow you to manually the list of words that have been added to the Spellcheckers dictionary.
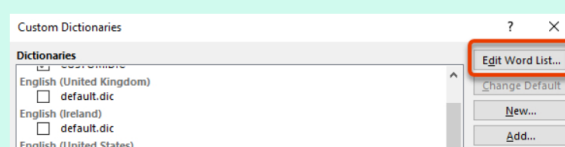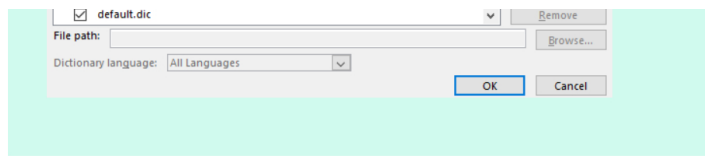
10. You have used a particular word or phrase many times in your document, and you feel that it might become repetitive for the reader. How can you find alternative words?

1 / 1 point

◉ Select the word and choose **Thesaurus** on the **Review** tab.

○ Select the word and choose **Editor** on the **Review** tab.

○ Select the word and choose **Language** on the **Review** tab.

⊘ **Correct**
Clicking on the **Thesaurus** choice opens the **Thesaurus Pane** on the right-hand side of the **Word** screen. Here you will see both synonyms (words that have a similar meaning) as well antonyms (words that have the opposite meaning).