

Your grade: 100%

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

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1. You want to select a paragraph in your document. How can you do this?

1 / 1 point

Select all options that apply.

- ☐ Use the **Select** choice from the **Editing** group on the **Home** tab.
- ☒ Move the cursor to the beginning of the paragraph, hold down the shift key, and then use the cursor keys to move the cursor to the end of the paragraph.

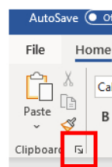
✓ **Correct**
 Correct! While you are holding down the Shift key you can move the cursor in any direction using the cursor keys to select words, lines, or paragraphs.

- ☒ Click and drag your mouse over the text until the paragraph is selected.

✓ **Correct**
 Correct! Sweeping the mouse pointer over text while holding down the mouse button will select it. You can also hold down the mouse button and run the mouse pointer down the left edge of the paragraph to achieve the same effect.

2. What does the highlighted button in the **Clipboard** group on the **Home** tab open up?

1 / 1 point



- ☐ The **Paste** Choices
- ☐ The **Undo** list
- ☒ The **Clipboard Task Pane**

✓ **Correct**
 Correct! When you copy or cut text or objects in **Word** they are stored on the **Clipboard** until you can paste them in at a different location. The **Clipboard** can hold up to 24 items and the **Clipboard Task Pane** allows you to pick any one of them.

3. What does the keyboard shortcut **Ctrl+Z** do?

1 / 1 point

- ☒ Reverses the last action
- ☐ Pastes information from the **Clipboard**
- ☐ Repeats the last action

✓ **Correct**
 Correct! **Ctrl+Z** is the keyboard shortcut for the **Undo** feature. The button for this is on the **Quick Access Toolbar**.

4. Which Tab contains the tick box to turn on the **Navigation Pane**?

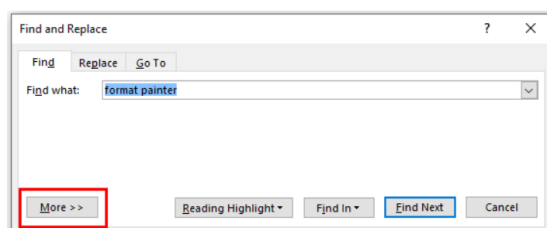
1 / 1 point

- ☒ The **View** Tab
- ☐ The Review Tab
- ☐ The **Home** Tab

✓ **Correct**
 Correct! The **View** Tab contains all the options which relate to how you can organize your **Word** screen including switching on features such as the **Navigation Pane**.

5. What does the following highlighted command in the **Find** Dialog box let you do?

1 / 1 point



- ☐ The **Replace** choice.
- ☐ See all occurrences of the text that you searched for.
- ☒ Options for refining the search.

✔ **Correct**

Correct! This button will open a panel of additional choices such as "Exact Case" which would allow you to be far more specific in the search.