

## Your grade: 100%

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

Next item →

1. When you open a document sent to you by a colleague, you notice this heading on the **Title Bar** at the top of the Word screen. What does this mean?

1 / 1 point



- ☐ The file you opened was created in another program.
- ☐ The file you opened has errors in it.
- ☒ The file you opened was created in a previous version of Word.

✓ **Correct**

Correct! If a file was created in an older version of Word it opens in **Compatibility Mode** so that any changes you make will still be understood by that previous version. If you intend to work on this document in Word 365 from now on, it's a good idea to convert the format as **Compatibility Mode** can be limiting.

2. You were working on a report in Word when the power went out. You have now rebooted your machine and gone back into Word. Where would you find the backup copy of the file you were working on?

1 / 1 point

- ☒ In the **Document Recovery Pane**
- ☐ In the **Auto Recover Pane**
- ☐ In the **AutoSave Pane**

✓ **Correct**

Correct! When you reopen Word, you will see this **Document Recovery Pane** open on the left-hand side of the screen. It will list all the files you had open when Word crashed and the various versions of those files. You can reopen and save any of the files listed.

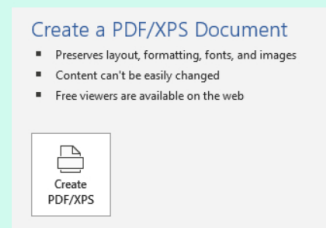
3. You have created a Word document to send to a customer. You would like to send it in as a PDF file so that the customer cannot change the content. How can you do this?

1 / 1 point

- ☒ Choose **File, Save As**, and in the **File-Format** drop down, change from **Word Document (\*.docx)** to **PDF (\*.pdf)**.
- ☐ Type **.PDF** after the file name and then save.
- ☐ Click the **Save** button on the **Quick Access Toolbar**.

✓ **Correct**

Correct! When you change the file format to **PDF (\*.pdf)** and click the **Save** button, **Word** converts the Word format to the **PDF** file format as part of the save process. You could also choose **File, Export**, and use the **Create PDF/XPS** button.



4. You are creating a document in Word, and you want to add in a large block of text from a report that you did some time ago. How can you do this?

1 / 1 point

- ☐ Use a text box.
- ☐ You cannot bring text in from another document.
- ☒ You go to the **Insert Tab** and choose **Text from File** in the **Object** drop-down.

✓ **Correct**

Correct! The **Text from File** option on the **Object** drop-down, allows you to browse to locate another Word file and import content from it into the document you are creating. The material that you are bringing in from the other document will appear at the position of the cursor.

5. Which section of the **Word Options** dialog box allows you to turn off the **AutoSave** option?

1 / 1 point

- ☒ The **Save** section
- ☐ The **General** section
- ☐ The **Advanced** section

✓ Correct

Correct! The **Save** section in the **Word Options** dialog contains settings for where the User files and the Word automatic files are stored. You can also switch the **Autosave** feature on or off here.