**Word Processing - 2016 SLC**

1)  Which return advances to the next line automatically?

A) enter

B) hard return

C) soft return

D) page down

2)  When using information from the Internet, it is important to:

A) include the logo of the business

B) cite the source

C) copy it word for word

D) change a few words to make it your own words

3)  The top margin for a business letter is:

A) 1 inch

B) 2 inches

C) the default margin

D) centered

4)  Open punctuation in a business letter means:

A) punctuation is only used after the complimentary closing

B) punctuation is used after the salutation or the complimentary closing

C) no punctuation is used after the salutation or the complimentary closing

D) punctuation is only used after the salutation

5)  To get a quick preview of what the memo is about read the:

A) date line

B) subject line

C) salutation line

D) attention line

6)  An intersection of a row and column in a table is called a:

A) union

B) plot

C) cell

D) graph

7)  A row in a table runs:

A) begins at the right margin

B) vertically on the page

C) horizontally on the page

D) begins at the top of the document

8)  First-order subheadings in an outline are formatted in:

A) lower case

B) upper case

C) initial caps

D) sentence case

9)  To insert a static (non-changing) date in a document:

A) open a date

B) key the date

C) copy a date

D) insert a date field

10)  To insert a dynamic (changing) date in a document:

A) insert a date field

B) open a date

C) copy a date

D) key the date

11)  What size envelope is used for a business letter?

A) size 10

B) size 9

C) size 6 Â¾

D) size 12

12)  The format for the delivery address on an envelope should be:

A) all caps and punctuation

B) initial caps and no punctuation

C) all caps and no punctuation

D) initial caps and punctuation

13)  Which one of the following is a file that contains information such as names and address?

A) address field

B) data source

C) merge fields

D) field codes

14)  When a graphic is inserted in a document, it appears in the document as a(n):

A) picture

B) clip art

C) inline graphic

D) floating graphic

15)  To freely move a graphic or layer it, use this feature:

A) inline graphic

B) floating text

C) text wrapping

D) clip art

16)  When is a document converted to HTML?

A) when uploaded to Web

B) before creating the document

C) after the document has been finalized

D) after revisions

17)  Which is **not** a chart type?

A) scattered

B) circle

C) pie

D) bubble

18)  To center information over all columns in a table use:

A) align and rotate

B) insert and center

C) merge and center

D) cut and paste

19)  A split table in a document indicates the table:

A) is on two different pages

B) splits to make two separate tables

C) has a formatting error

D) is in two separate columns

20)  Which type of chart is used to compare sets of three values?

A) bubble

B) bar

C) column

D) area

21)  What character formatting option is used when keying a book title in a document?

A) bold

B) underline

C) italics

D) format painter

22)  A keyboard shortcut to cut text:

A) ctrl + v

B) ctrl + c

C) ctrl + d

D) ctrl + x

23)  A keyboard shortcut to paste text:

A) ctrl + v

B) ctrl + x

C) ctrl + c

D) ctrl + d

24)  The hanging indent option is found in the:

A) font dialog box

B) paragraph dialog box

C) styles dialog box

D) editing dialog box

25)  The quickest way to add a line around the perimeter of a document is to:

A) use the border button

B) insert a rectangle and select “no fill”

C) search online

D) insert a header and footer

26)  Which is **not** a border setting?

A) shadow

B) pattern

C) box

D) 3-D

27)  This proofreaders’ symbol (#) indicates:

A) insert an enter

B) insert a number sign

C) insert a space

D) insert an amount

28)  Use this key to erase to the left of the insertion point:

A) ctrl + x

B) right arrow

C) delete

D) backspace

29)  This feature automatically splits words that would be extended beyond the right margin:

A) automation feature

B) hyphenation feature

C) divide words feature

D) split cell feature

30)  The default paper size for printing a document is:

A) 5 x 7 inches

B) 8 x 11 inches

C) 8½ x 11 inches

D) 11 x 14 inches

31)  To begin typing a new line even when the line you are working on is **not** filled, press:

A) Backspace Bar

B) the Return/Enter key

C) Space Bar

D) Escape Bar

32)  Accuracy requires:

A) an expert knowledge of the copy being keyed

B) a push for speed

C) quiet surroundings

D) confidence and attention to each stroke, letter, and space

33)  The feature which allows you to increase or decrease the font size while the document is displayed on screen but **not** affect the printed copy is called?

A) Page Width

B) Zoom

C) One Page

D) Reading or Full Screen

34)  Where do you set the widow/orphan control in Word?

A) Indents and spacing

B) Line and page breaks

C) Tabs and spacing

D) Paragraph spacing

35)  What operation needs to be performed to store a document to another location (folder, flash drive, desktop) or under a different name?

A) Print to file

B) Save As

C) Save and Send, Change File Type

D) Convert

36)  How would you use a document as a web page?

A) Save as a HTML file

B) Convert document to a hyperlink

C) Modify the document in a website creation program

D) Insert Hyperlinks and upload to a website

37)  The small arrow in the bottom-right corner of the group opens what type of pane?

A) Dialog launcher

B) Review pane

C) Formatting pane

D) Text pane

38)  The most important white space in a design is the:

A) Margins

B) Headers

C) Footers

D) Gutter

39)  To protect your document and control the types of changes that reviewers can make to your document, what option you would need to enable?

A) Style protection

B) Restrict editing

C) File protection

D) Format protection

40)  How do you print only specific pages or ranges?

A) Print Custom Range

B) Print Odd pages

C) Print Even pages

D) Print Custom Selection

41)  What is an interactive help file that prompts the user for information and then uses the responses to complete a process?

A) Template

B) Help menu

C) Form

D) Wizard

42)  Which of the following would be the best use of a word processing template?

A) Table of contents

B) Table

C) Report

D) Letterhead

43)  When Microsoft Word is open, a \_\_\_\_\_\_\_\_\_\_\_document displays.

A) spreadsheet

B) blank

C) file

D) template

44)  What is an ancillary piece of information printed at the bottom of a page?

A) Footer

B) Header

C) Endnote

D) Footnote

45)  In order to create a table, click the insert tab then the Table button and then the:

A) Table Tools

B) Design

C) Layout

D) Insert Table

46)  What feature adds line numbers in the margins alongside each line of the document?

A) numbering

B) bullets

C) line numbers

D) multi level

47)  What word processing feature would be used to add the copyright “c” into a document?

A) Ctrl + C

B) Insert symbol

C) Add space

D) Find and replace

48)  When using the Clipboard, and depending on the version of WORD you are using, if the copied item is text, the first \_\_\_\_\_ characters display beside the button in the Clipboard task panes.

A) 75-100

B) 50-60

C) 10-20

D) 110-120

49)  This feature in Word is used to find misspelled words and offers replacement words:

A) Word count

B) Translation

C) Thesaurus

D) Spelling and grammar

50)  In which situation would a thesaurus be most useful?

A) It is best to not use the thesaurus feature in word processing software.

B) Writing a business requesting a donation.

C) Compiling data in a table.

D) When writing a paper and using the same word over and over.

51)  Why is widow/orphan protection used?

A) To keep the last line of a paragraph at the top of the next page.

B) To prevent the first line of a paragraph from wrapping to the next page.

C) To prevent single lines of paragraphs from appearing at the top or bottom of a page alone.

D) To keep the first line of a paragraph on the bottom of a page.

52)  Where can the author of a document be found?

A) Developer tab

B) File properties

C) Home directory

D) Backstage view

53)  What should be used when a document needs to be saved with a new name?

A) Copy

B) Save as

C) Rename

D) Save

54)  What would be modified in a table to make it look like tabbed columns of data?

A) Columns

B) Cells

C) Borders

D) Rows

55)  An entry in a table of contents is a \_\_\_\_\_\_\_\_\_\_ to the entry's corresponding heading in the document.

A) cross reference

B) Page Layout

C) bookmark

D) hyperlink

56)  On which tab do you find the Citations & Bibliography group?

A) Review tab

B) Insert tab

C) Page Layout tab

D) References tab

57)  Which tab contains the Equations feature?

A) Page Layout

B) References

C) Review

D) Insert

58)  [2345378] How do you ensure that the Format Painter remains active until you turn it off?

A) click the Format Painter once.

B) hold [Ctrl] and click the Format Painter.

C) right-click the Format Painter and click Remain Active.

D) double-click the Format Painter

59)  You would use the \_\_\_\_\_\_\_\_\_\_\_\_ to change the text from 16 to 24 points.

A) Font list arrow

B) Font size arrow

C) Grow Font Button

D) Font arrow

60)  For what is a mail merge useful?

A) Creating tables with similar data.

B) Creating multiple letters with the same basic content.

C) Keying long reports.

D) Paying and mailing bills.

61)  Which of the following is a good example of when to use a macro?

A) Indent every third line in a document.

B) Move individual letters closer together.

C) Capitalize every letter in a word.

D) Correct spelling errors.

62)  What would decrease the size of a picture by reducing the resolution?

A) Cropping

B) Resizing

C) Rotating

D) Compressing

63)  How are templates organized?

A) By file type

B) By category

C) By color

D) By size

64)  What is an element that can link to another location in a document or to another document completely?

A) Hyperlink

B) Hypertext

C) Weblink

D) AutoClick

65)  What can be used in a master document to list subdocument information in the order it will appear?

A) Endnotes

B) Table of Contents

C) Bibliography

D) Index

66)  What type of software (or features of this type) is integrated with word processing software to complete mail merges?

A) Database

B) Label

C) Graphics

D) Spreadsheet

67)  What would be the best document type to distribute information about a new and different product?

A) Brochure

B) Annual report

C) Catalog

D) Newsletter

68)  When adding graphics to word processing documents, what will add an image of the whole program window?

A) Screenshot

B) Insert picture

C) Paste

D) Copy

69)  Create a \_\_\_\_\_ to assemble a document.

A) spreadsheet

B) graph

C) boilerplate

D) database

70)  Which of the following is **true** about embedding a spreadsheet into a word processing document?

A) Information can only be changed in the word processing document.

B) Information does not change in the word processing document if you modify the spreadsheet document.

C) Updates will only happen when from a trusted source.

D) Information is updated in the word processing document if you modify the spreadsheet document.

71)  What feature allows you to correctly display a photograph that may have been taken at an angle?

A) Crop

B) Insert

C) Resize

D) Rotate

72)  If you want to review a document created by someone else, the best way to make suggestions on the document is to:

A) change to document to the outline view

B) use the strikethrough feature

C) write your comment in a text box

D) use the new comment feature

73)  If a document has been edited and the proofreader wants the author to see the edits and corrections, what feature would be the best to use?

A) Track changes

B) Format

C) Modify

D) Comments

74)  When multiple releases of software are used, different \_\_\_\_\_\_\_\_\_\_\_\_\_\_ of files will be created.

A) File types

B) Numbers

C) Versions

D) Filenames

75)  A wedding announcement would use what type of alignment?

A) Left

B) Right

C) Center

D) Justified

76)  What is the spacing used for papers keyed in the MLA or APA style?

A) 1.0

B) 1.5

C) 1.15

D) 2.0

77)  Line spacing would be considered what type of formatting?

A) Character

B) Word

C) Paragraph

D) Line

78)  In Word 2007, which dialog box can I find my tab settings in?

A) page setup

B) font

C) styles

D) paragraph

79)  This tab doesn't position text, it inserts a vertical bar at the tab position.

A) right tab

B) center tab

C) bar tab

D) decimal tab

80)  What purpose can be accomplished with shading in a table?

A) Color coordination.

B) It is reserved for total rows.

C) It is only for aesthetic purposes.

D) It can make reading the table easier.

81)  What feature would be used to frame a page?

A) Shapes

B) Frames

C) Page border

D) Page outline

82)  What are the blank borders that occupy the top, bottom and sides of a document?

A) Margins

B) Tables

C) Columns

D) Tabs

83)  Creating appropriate “white space” in a document can be achieved with which word processing feature?

A) Tabs

B) Shapes

C) Tables

D) Margins

84)  Where do you find the landscape and portrait orientation in Microsoft Word?

A) Page Layout or Page Setup, Orientation

B) Review, Orientation

C) Page Layout or Page Setup, Margins

D) Orientation, Page Layout or Page Setup

85)  What should be done to include both landscape and portrait orientation pages in the same document?

A) Use section breaks.

B) Add page breaks.

C) They cannot be used in the same document.

D) Change the style.

86)  Which one of the following is **not** a font style?

A) regular

B) italics

C) superscript

D) bold

87)  Which of the following is NOT a font style?

A) Underline

B) Size

C) Italics

D) Bold

88)  Which of the following would NOT be an effective proofreading technique?

A) Check punctuation and numbers.

B) Proofread as you key.

C) Print it out rather than only proofreading on screen.

D) Read the text backwards, word by word.

89)  ‘What does the proofreader mark [ mean?

A) Decrease the margins

B) Move right

C) Add space

D) Move left

90)  This feature in Word is used to find synonyms, antonyms, and related words for a particular word:

A) Thesaurus

B) Translation

C) Word count

D) Spelling and grammar

91)  What would be the correct proofreader mark to add to the following sentence? “amy got a new car!”

A) Change to upper case.

B) Change to lower case.

C) Insert punctuation

D) Transpose

92)  What feature allows someone to see a document exactly as it will be printed?

A) Print layout view

B) Print preview

C) Onscreen view

D) Web layout view

93)  What mode replaces existing characters to the right of the insertion point with new characters?

A) Delete

B) Backspace

C) Insert

D) Overtype

94)  To edit text, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ it and make the desired changes.

A) Bold

B) Block

C) Italicize

D) Underline

95)  What feature would be used to change a city name mistakenly used throughout a document?

A) Edit

B) Find

C) Replace

D) Format

96)  If a document contains comments, what will happen if the document is printed using all default settings?

A) The comments will not print.

B) The comments will print at their location in the document.

C) The comments will print in the margins of each page.

D) The comments will print on an additional page.

97)  How should a user print only the second page of a five page document?

A) Print current page.

B) Select page range.

C) Print all pages

D) Select printer.

98)  What is the command in Microsoft Word to retrieve a saved document?

A) File, New Document

B) Insert, New Document

C) Insert, File

D) File, Open

99)  What keyboard shortcut will print a document?

A) Ctrl + P

B) Alt + P

C) Shift + P

D) Fn + P

100)  When printing address labels, what is used to match software to certain label brands and sizes?

A) Theme

B) Mail merge

C) Style

D) Template

2016 SLC Word Processing Key

|  |  |
| --- | --- |
| 1) | C |
| 2) | B |
| 3) | B |
| 4) | C |
| 5) | B |
| 6) | C |
| 7) | C |
| 8) | C |
| 9) | B |
| 10) | A |
| 11) | A |
| 12) | C |
| 13) | B |
| 14) | C |
| 15) | C |
| 16) | C |
| 17) | B |
| 18) | C |
| 19) | B |
| 20) | D |
| 21) | B |
| 22) | D |
| 23) | A |
| 24) | B |
| 25) | A |
| 26) | B |
| 27) | C |
| 28) | D |
| 29) | B |
| 30) | C |
| 31) | B |
| 32) | D |
| 33) | B |
| 34) | B |
| 35) | B |
| 36) | A |
| 37) | A |
| 38) | A |
| 39) | B |
| 40) | A |
| 41) | D |
| 42) | D |
| 43) | B |
| 44) | D |
| 45) | D |
| 46) | C |
| 47) | B |
| 48) | B |
| 49) | D |
| 50) | D |
| 51) | C |
| 52) | B |
| 53) | B |
| 54) | C |
| 55) | D |
| 56) | D |
| 57) | D |
| 58) | D |
| 59) | B |
| 60) | B |
| 61) | A |
| 62) | D |
| 63) | B |
| 64) | A |
| 65) | B |
| 66) | A |
| 67) | A |
| 68) | A |
| 69) | C |
| 70) | B |
| 71) | D |
| 72) | D |
| 73) | A |
| 74) | C |
| 75) | C |
| 76) | D |
| 77) | C |
| 78) | D |
| 79) | C |
| 80) | D |
| 81) | C |
| 82) | A |
| 83) | D |
| 84) | A |
| 85) | A |
| 86) | C |
| 87) | B |
| 88) | B |
| 89) | D |
| 90) | A |
| 91) | A |
| 92) | B |
| 93) | D |
| 94) | B |
| 95) | C |
| 96) | A |
| 97) | B |
| 98) | D |
| 99) | A |
| 100) | D |