# Section 1: INTRODUCTION

1. When we purchase a Microsoft 365 subscription, we get access to an online portal.
   1. **TRUE**
   2. FALSE
2. Word Desktop is a slimmed down version of Word Online.
   1. TRUE
   2. **FALSE**

# Section 2: Word 365 – the basics

1. What is the name of the Word interface element that we can customize and add commands we use frequently?
   1. The Ribbon
   2. The Grid
   3. The Status Bar
   4. **The Quick Access Toolbar**
2. What key do we press to create a new blank document?
   1. SHIFT+N
   2. **CTRL+N**
   3. CTRL +M
   4. CTRL+O

# Section 3: Get started – work with documents

1. When we save a document to the cloud, which command becomes redundant?
   1. Save As
   2. **Save**
   3. Undo
   4. Redo
2. If we close a Word document without saving, is it possible to recover it?
   1. **Yes**
   2. No

# Section 4: view documents

1. Which document view allows us to see all headings in a document?
   1. Print Layout
   2. Web Layout
   3. **Draft**
   4. Read Mode
2. Which of the following cannot be done in the Immersive Reader?
   1. Change the column width.
   2. Change the page color.
   3. Add Syllables.
   4. **Dictation.**

# Section 5: work with text in documents

1. What is the keyboard shortcut to cut items from a Word document?
   1. **CTRL+X**
   2. CTRL+C
   3. CTRL+V
   4. CTRL+SHIFT+C
2. Is it possible to replace double paragraphs marks with single paragraph marks using the Find and Replace tool?
   1. **YES**
   2. NO

# Section 6: work with paragraphs

1. What utility do we use to line up numbers in a document by the decimal place?
   1. Indents
   2. Line Spacing
   3. **Tabs**
   4. Paragraph Spacing
2. Which tab type places a line in between?
   1. Left Indent
   2. Center
   3. Decimal
   4. **Bar**

# Section 7: themes

1. Which of the following is not part of a Word theme?
   1. Fonts
   2. Effects
   3. **Shapes**
   4. Colors
2. If we don’t save a custom theme to the default folder, the theme will not appear in the custom group in the Themes drop-down menu.
   1. **TRUE**
   2. FALSE

# Section 8: word styles

1. Which of the following is an advantage of using Word Styles?
   1. Easier to insert a table of contents.
   2. We can use headings to navigate quickly.
   3. The document is more readable.
   4. **All of the above.**
2. If we select all headings 1’s in a document and change the font color, have we modified the style permanently?
   1. YES
   2. **NO**

# Section 9: insert pictures, tables and charts

1. What is the keyboard shortcut to duplicate a picture?
   1. CTRL+C
   2. **CTRL+D**
   3. CTRL+F
   4. CTRL+E
2. If we have 20 shapes on the page that overlap and we need to edit the back one, what we be the best method?
   1. Drag and drop the other shapes out of the way.
   2. Group the shapes.
   3. Send the shapes on top to the back.
   4. **Use the eyeball in the selection pane to hide the top layers.**

# Section 10: format pages

1. If we want page 3 of a document to be landscape and the others to be portrait we need to divide our document up with page breaks.
   1. TRUE
   2. **FALSE**
2. It is not possible to have a different header and footer on the cover page.
   1. TRUE
   2. **FALSE**

# Section 11: references

1. To insert a table of contents, what does our document need to contain?
   1. **Heading styles**
   2. Field codes
   3. Formatted text
   4. Images
2. It is possible to use a symbol in a footnote.
   1. **TRUE**
   2. FALSE

# Section 12: mail merge

1. When performing a mail merge, we always need to have our recipient list created first in another application.
   1. YES
   2. **NO**
2. Which button do we click to copy the address block field to all labels prior to merging?
   1. Next Record
   2. Previous Record
   3. **Update Labels**
   4. Merge Individual Records

# Section 13: track changes and comments

1. If we set our track changes to ‘by author’, what color will be used for the first author to make revisions to the document?
   1. **Red**
   2. Blue
   3. Green
   4. Purple
2. When we resolve a comment, the comment is deleted.
   1. TRUE
   2. **FALSE**

# Section 14: finalize a document

1. It is not possible to print an additional page at the end of the document that lists all styles used.
   1. TRUE
   2. **FALSE**
2. Which protection option would we use if we wanted to limit changes to form data only?
   1. Mark as Final
   2. Encrypt with Password
   3. **Restrict Editing**
   4. Make Read Only

# Section 15: word 365 online

1. It is possible to toggle between a simplified ribbon and a classic ribbon in Word Online?
   1. **YES**
   2. NO
2. It is not possible to share internal company documents with external users.
   1. TRUE
   2. **FALSE**