Microsoft Word 2016

Module 13 – Quick Parts

Q & A  
(see answers on page 2)

1. To access Quick Parts, you will find it under the \_\_\_\_ tab.
   1. Home
   2. Insert
   3. Layout
   4. Design
2. Examples of Quick Parts entries are:
   1. Cover pages
   2. Charts
   3. AutoText entries
   4. Page Numbers
   5. A, C & D
3. To Add an AutoText entry to Quick Parts:
   1. Click the **Insert** tab, **Quick Parts, AutoText, Save Selection to AutoText gallery**
   2. Click the **Insert** tab, **Quick Parts, Building Blocks, AutoText**
   3. Click the **Insert** tab, **Quick Parts, Building Blocks, Save Selection**
   4. None of the above
4. To edit the properties of a cover page:
   1. In the **Building Blocks Organizer**, select the cover page and then choose **Edit Properties**
   2. In the **Building Blocks Organizer**, select the cover page and then choose **delete**
   3. In the **AutoText** list, select the cover page and then choose **delete**
   4. In the **Building Blocks Organizer**, select the cover page and then choose **change**
5. Building Blocks can be found throughout Word
   1. True
   2. False

Answer Key

1. B

2. E

3. A

4. A

5. A