Microsoft Word 2016

Module 15 – Review & Printing

Q & A  
(see answers on page 2)

1. To access Spell Check:
   1. Click on the **Home** tab, then choose Spelling and Grammar
   2. Click on the **File** tab, then choose Spelling and Grammar
   3. Click on the **Review** tab, then choose Spelling and Grammar
   4. Click on the **View** tab, then choose Spelling and Grammar
2. When running Spell Check, Word will check grammar as well.
   1. True
   2. False
3. To Preview or Print a document
   1. Click on the **Home** tab, Print
   2. Click on the **File** tab, Print
   3. Click on the **File** tab, Print Preview
   4. Click on the **View** tab, Print
4. Some of the options on the Print screen are:
   1. Choose the printer
   2. Go to the Page Setup Options
   3. Change the orientation
   4. Tell Word which pages to print
   5. Choose to collate when printing
   6. All of the above
5. To insert a comment
   1. Click on the **File** tab, then choose **Comment**
   2. Click on the **Insert** tab, then choose **Comment**
   3. Click on the **Review** tab, then choose **Comment**
   4. Cannot insert a comment in a Word document

Answer key

1. C

2. A

3. B

4. F

5. B