Microsoft Word 2019

Section 1 – Getting Started With Word

Q & A  
(see answers on page 2)

1. To create a new, blank document:
   1. Open Word, then double click on *Blank Document*
   2. Open Word, then double click on Template

c. Word 2019 automatically opens up in a new, blank document

d. Both A & B

1. When saving a file, choose both a file name and a location. The file name can be anything you like. Do not use in quiz
   1. True
   2. False
2. The extension for normal Word documents is .docx.
   1. True
   2. False
3. Ctrl + Home will take you to:
   1. The beginning of the line you are clicked on
   2. The end of the line you are clicked on
   3. The beginning of the document
   4. The end of the document
4. Examples of things that the GoTo feature will take you to are:
   1. Tables
   2. Lines
   3. Sections
   4. Pages
   5. All of the above
5. Any document can be edited and then saved as the same file name.
   1. True
   2. False

**Answers:**

1. **a**
2. **a Do not quiz.**
3. **a**
4. **c**
5. **e**
6. **a**