

1. You have already typed the first heading in your report and made it stand out by making the text larger and by choosing a different font and color. You have now typed the second heading and want it to look the same. Which of the following is a quick way to do this?
- ☐

Select the first heading and choose **Copy** from the Clipboard section of the **Home** ribbon. Select the second heading and choose **Paste** from the **Clipboard** section of the **Home** ribbon.
- ☐

Select the second heading. Choose the **Format Painter** button from the **Home** tab and then select the formatted heading.
- ☒

Select the first heading and choose the **Format Painter** from the **Home** ribbon and then immediately select the second heading.

1 / 1 point

✓

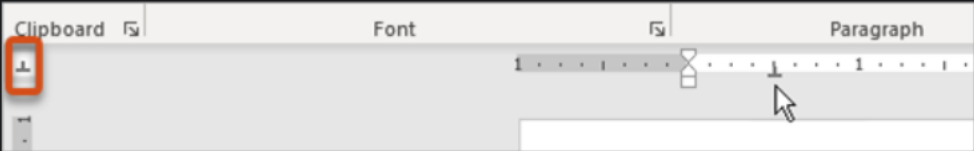
Correct

Correct! The **Format Painter** feature is a quick way to copy the formatting applied to a piece of text but not the text itself. Once you have clicked on the **Format Painter** button your mouse pointer will have a paintbrush attached to it. The next piece of text that you select will be “painted” with the copied formatting.

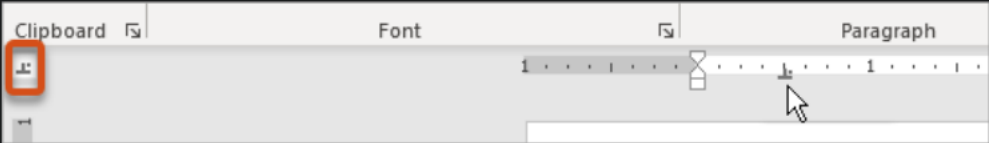
2. You need to type a list of numbers into your document, and the numbers must be aligned correctly around the decimal point. You decide to set a tab to do this using the **Ruler**. Which of the following screenshots would indicate that you are setting it correctly?

1 / 1 point

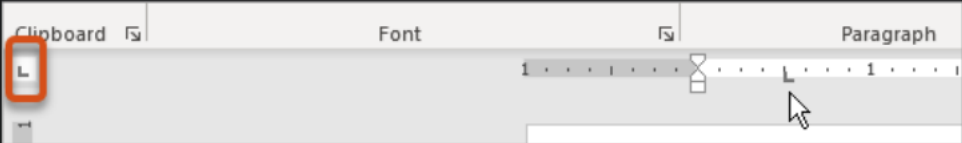
- ☐ Option B



- ☒ Option C



- ☐ Option A



✓

Correct

Correct! The **Tab Selector** box is important. This needs to be set to the correct tab first. In this case, the decimal tab type. When you click on the **Ruler** that is the type of tab that will be set.

3. You are typing a report and wish to quote from another document. To make it clear that this piece of text is from another source, you want to indent it from both the left **and** right margins. How would you go about doing this?

0.3333333333333333
/ 1 point

Select all options that apply.

- ☒ Use the **Increase Indent** button on the **Home** tab.

✗

This should not be selected

Not quite. Try going back to review the **Control Paragraph Layout** item in Lesson 2.

- ☐ Use the **Options** arrow at the bottom of the **Paragraph** group in the **Home** tab to open the **Paragraph** settings dialog box. Change both the indent measurements there.

- ☒ Drag the **Left Indent** triangles and the **Right Indent** triangles on the ruler to the required positions.

✓

Correct

Correct! By using the ruler in this way, it is possible to set the indent measurements by eye. You will see the changes take effect immediately in your document. You could then confirm the exact measurements in the **Paragraph** dialog box if you wanted to.



5. You are creating a long document in Word and you’re using styles to apply formatting. You have been using the **Styles Gallery** on the **Home** tab already but would like to see the full list of styles available in the style set. How would you access this full list?

1 / 1 point

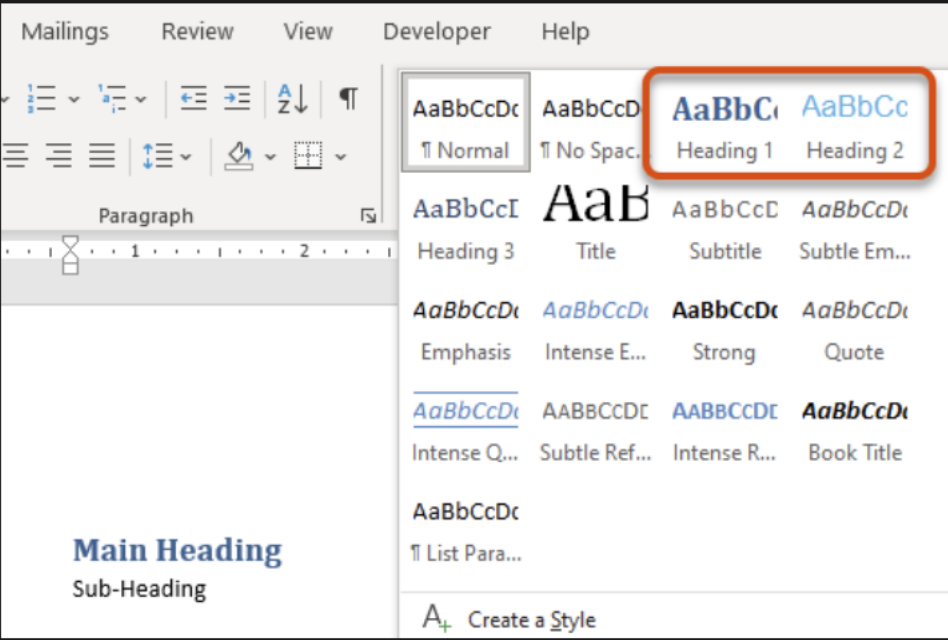
- ☒ Click on the Options button in the corner of the **Styles** group in the Home tab to open the **Styles** dialog box.
- ☐ Click on the drop-down arrow in the **Styles Gallery** and choose **Apply Styles**.
- ☐ Select from the **Document Formatting** gallery on the **Design** tab.

☒ **Correct**

Correct! The **Styles Task Pane** will give you access to all available styles. Clicking on the **Options** button in the **Styles** group in the Home tab will open this immediately. You could also open it using a keyboard shortcut.

6. You need to format the second sub-heading in your document. Which of the two highlighted styles would be the best choice?

1 / 1 point



- ☐ Heading 1
- ☒ Heading 2
- ☐ Either. The two styles are just alternative designs for the text.

☒ **Correct**

Correct! The numbers in the names of the styles Heading1 and Heading2 are important. They do not simply mean that these are alternatives. Instead, they indicate the level of importance of the heading.

7. You want to add a table to your document. The table must have five columns and six rows. Once you go to the **Insert** tab and find the **Tables** choice, which of the following methods can you use to insert a table of the correct size?

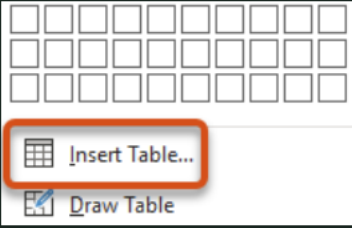
1 / 1 point

Select all options that apply.

- ☒ Click on the **Table** drop-down and choose the **Insert Table** option.

☒ **Correct**

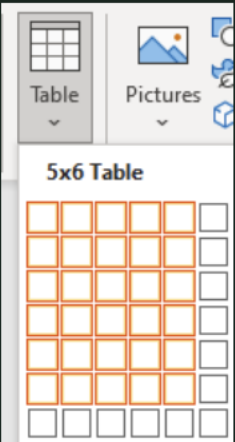
Correct! The **Insert Table** choice brings up the **Insert Table** dialog into which you can type a specific number of rows and columns. You can also make choices about the size of the columns or desired autofit behavior.



- ☐ On the Insert ribbon, click on the **Table** dropdown and choose **Quick Tables**.
- ☒ Click on the **Table** drop-down and use the **Insert Table Grid**.

☒ **Correct**

Correct! You can easily create a table of the correct size by using the mouse pointer to drag out the dimensions of the table in the grid and fill in five squares across and six squares down.



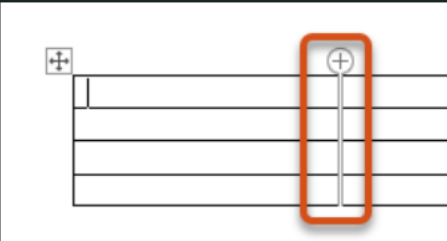
8. You have added a table with five columns into your document but realize that you have forgotten a heading and need to add a sixth. How can you do this?

1 / 1 point

Select all options that apply.

☒ Click on the Insert Column icon which appears when your mouse pointer is at the top edge of the Table.

☒ **Correct**
Correct! The plus icon that appears for both columns and rows when the mouse pointer is in the correct position is a quick way to add in another column or row.



☐ Use one of the Insert buttons from the contextual table **Design** tab.

☒ Put the cursor in the table, right-click and choose Insert from the shortcut menu that appears or the mini toolbar.

☒ **Correct**
Correct! Because the right-click menus and the mini toolbar are contexts sensitive, the fact that the cursor is in the table when you click the mouse button means that appropriate choices for working with tables appear.

9. A document you have created is to be circulated to other people. You are aware that one of your colleagues is visually impaired and uses a screen reading program when working with Word. You want to add a description of what the table contains to help them orientate themselves when they are working with the table. Where would you set this up?

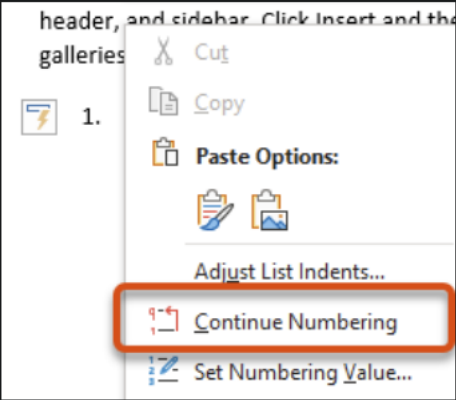
1 / 1 point

- ☐ The contextual table **Design** tab
- ☐ The **Layout** tab
- ☒ The **Table Properties** box

☒ **Correct**
Correct! The Table Properties box is a central location for settings that will apply to the whole table. The Alt Text tab in here will allow you to enter a title and description for the table which would be read by the screen reader before your colleague looked at the table itself.

10. You are on page 5 of your document, and you turn on the **Number** feature to create a new numbered list. When you right-click to open the shortcut menu you see the following option on it. What does this mean?

1 / 1 point



- ☐ That the numbering will stop when you press the enter key unless you chose this option.
- ☒ That there is a previous numbered list further up in the text.

☒ **Correct**
Correct! If **Word** realizes that there is a previous list, it will always offer to continue the numbering. In some cases, it may continue the numbering automatically and then it will offer to restart the numbering sequence. The lightning flash symbol to the left of the number will also offer this choice without having to open the shortcut menu.

