

1. You are creating a document that will be available to everyone in your organization. There is a large workforce, spread across different locations. Any of these staff members could have a visual impairment or another reading difficulty. It is important to ensure that all the staff can access and understand the content. Which of the following guidelines should you follow to make sure that your document is accessible to all?

1 / 1 point

Select all options that apply.

☒ Use Table Accessibility features.

☒ **Correct**
Correct! It is important to keep accessibility in mind when creating a table to ensure that it is easy to read with screen readers. You can find guidelines on this in the Help pages. Simple changes such as using a header row and alternative text, or avoiding merged cells and nested tables, can make the reading experience much smoother for someone who navigates the table using the tab key.

☒ Avoid watermarks.

☒ **Correct**
Correct! Watermarks are transparent images that go behind the text in a document. They may not be recognized by screen readers, and this could cause issues if, for example, a visually impaired user is not aware when watermarks saying confidential had been added.

☐ Space paragraphs with several blank lines.

☒ Add alternative text descriptions to graphics.

☒ **Correct**
Correct! If a visually impaired reader is using a screen reader to access the document and you haven’t used the alternative text feature, any graphic elements such as pictures, diagrams or charts will simply be identified as the type of element it is. Alternative text allows you to enter a description of the element and its contents that will be called out by the screen reader.

☒ Use a consistent style for headings and sub-headings.

☒ **Correct**
Correct! Screen readers can recognize and call out text formatting. If the headings in a document all have the same formatting, a visually impaired reader will immediately know, from the formatting, that the piece of text is important.

2. A customer has asked your company to provide a quote for some work you may be providing. You compile a Word document that lists all the services you will be providing and associated charges. You would like to send this as a read-only file to the client. How can you do this?

1 / 1 point

- ☒ Use the **File, Save As** choice to save the file in **PDF** or **XML** format.
- ☐ Use the **File, Save As** choice to save the file in **Compatibility Mode**.
- ☐ Use the **Object** choice on the **Insert** ribbon and choose **PDF** as the file type.

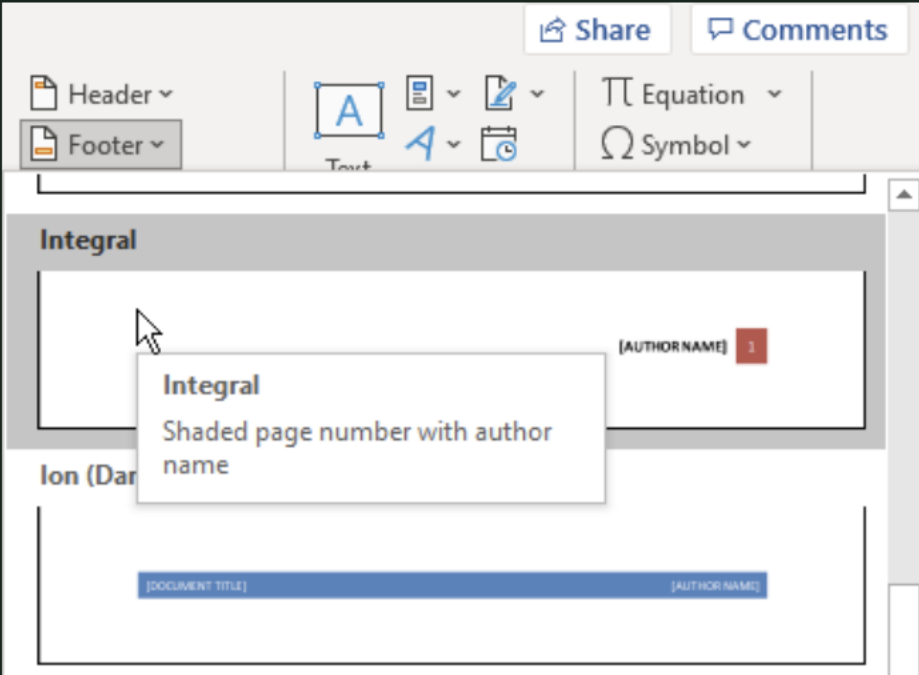
☒ **Correct**
Correct! The **Adobe PDF** or **Microsoft XML** formats are both read-only. When you are naming and saving your file there is a drop-drown which allows you to save in either of these formats.

3. You are preparing an academic paper and want to have the page number and your name repeated at the bottom of every page in the document. What is the quickest way to do this?

1 / 1 point

- ☐ Choose **Header** on the **Insert** ribbon and pick from the gallery of choices presented.
- ☒ Choose Footer on the **Insert** ribbon and pick from the gallery of choices presented.
- ☐ Add a text box to the first page of the document with the information in it.

☒ **Correct**
Correct! Any information that is added to the Footer area will repeat at the bottom of every page. Some of the choices in the **Footer** gallery have pre-formatted placeholders for page numbers and customized text.

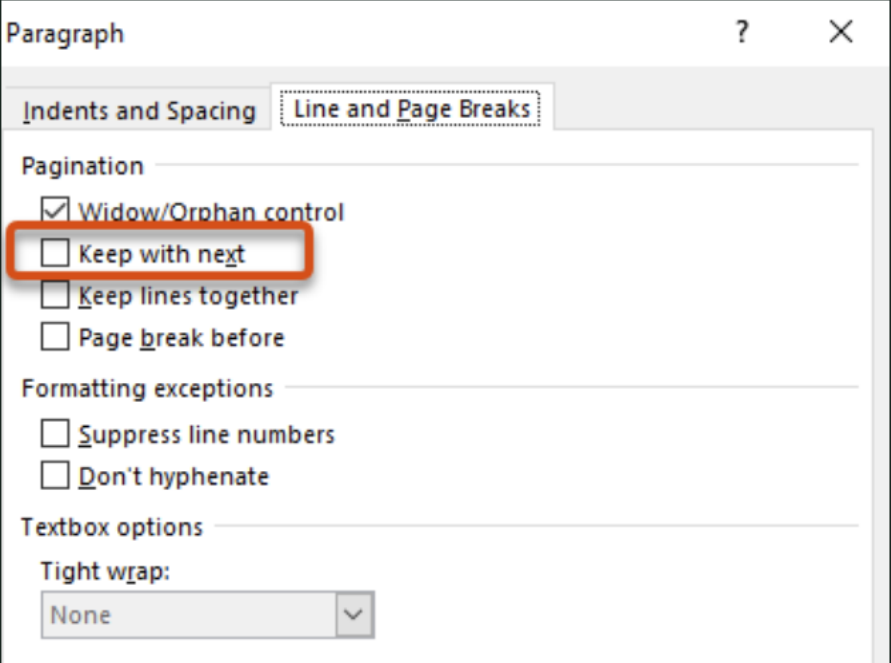


4. You have typed a business proposal document that will be submitted to a customer. Other information may be added to the document when some pricing information is confirmed so page breaks may potentially change. The last two paragraphs of the document are terms and conditions. It is important that both these paragraphs are kept together, and that they both appear on the same page. How would you ensure that this happens?
- ☒ Use the **Line and Page Breaks** tab in the **Paragraph** dialog.
 - ☐ Add a manual page break just before the first of these two paragraphs.
 - ☐ Use the **Indents** and **Line Spacing Tab** in the **Paragraph** dialog.

1 / 1 point

☒ **Correct**

Correct! The choices in this tab are more focused on the flow of paragraphs vertically in the document, especially how they are handled when an automatic page break is required. If you put the cursor in the first of the two terms and conditions paragraphs and choose the **Keep with Next** check box, this will ensure that when Word is paginating the document and adding in page breaks, these two paragraphs will always be kept together.



5. You are creating a report and the text comprises four pages. There is also a fifth page in the document which contains useful information such as links to websites. All the pages in the document are portrait. You need to include a table containing figures for the last financial year. The table contains a lot of columns, and it is too wide to be displayed correctly in the width of a portrait page. How can you format the document so that the first four pages are portrait, the fifth page containing the table is landscape and the final page containing Useful Information is portrait?
- ☐ Position the cursor where you want to insert the table. Press **Ctrl + Enter** on the keyboard to add a page. Then go to the **Layout** ribbon, click on the **Page Orientation** drop-down and choose **Landscape**.
 - ☐ Position the cursor where you want to insert the table. Go to the **Insert** ribbon and on the **Breaks** drop-down choose **Next Page Section Break**. Then go to the **Layout** ribbon, click on the **Page Orientation** drop-down and choose **Landscape**.
 - ☒ Position the cursor where you want to insert the table. Go to the **Insert** ribbon and on the **Breaks** drop-down choose **Next Page Section Break**. Then go to the **Layout** ribbon, click on the **Page Orientation** drop-down and choose **Landscape**. Position the cursor after the table and insert another **Next Page Section Break**. Go below the second section break and switch the orientation back to portrait.

1 / 1 point

☒ **Correct**

Correct! This series of steps is the correct one. With this sequence, pages 1-4 will be portrait, page 5 which contains the table will be landscape, and page 6 which contains the useful information will be portrait.

6. You've been tasked with producing this month's team newsletter, which you're creating in **Word**. You include a picture taken at a team event the previous month and then type a summary of the team achievements underneath. You decide that a magazine-style layout would look nice with the text formatted as two columns underneath the picture. What is the quickest way to do this?
- ☐ Position the cursor after the picture. Add in a **Column break**.
 - ☒ Select the text and then go to the **Layout** ribbon. In the **Columns** drop-down select the two columns.
 - ☐ Position the cursor after the picture. Add in a **Next Page Section Break**.

1 / 1 point

☒ **Correct**

Correct! This is all you need to do to format the text into two columns. **Word** will automatically format the columns to be the correct width for the page. If you use the **Show/Hide** command on the **Home** ribbon to reveal hidden characters, you'll see that the necessary section breaks were added in automatically.

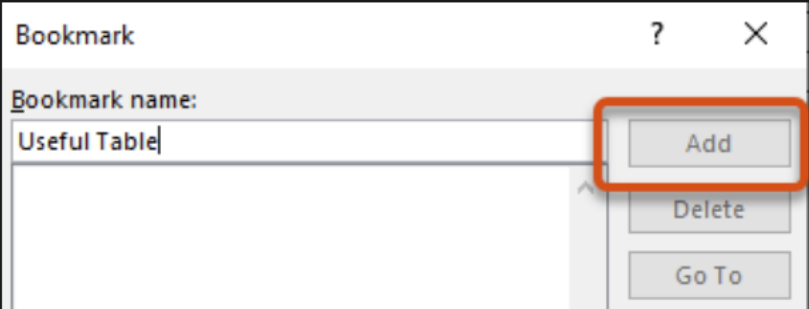
7. In the team newsletter that you're creating in Word, you added a text box at the top of the page. This contains best wishes and congratulations to colleagues who have celebrations and significant events coming up in the next few weeks. The text box fits comfortably with other information on the page. You type some more information into the text box but run out of space in the box before you finish typing. You do not want to resize the Text Box as it would affect the layout of the page. What would be the most efficient solution?
- ☐ Type as much as you can in the first text box and then create another text box further down to hold the remainder.
 - ☐ Add another text box further down on the page. Select the original text box and when the contextual **Shape Format** ribbon appears, click the **Create Link** button, and then select the new **Text Box** option.
 - ☒ Add another text box further down on the page. Select it and when the contextual **Shape Format** ribbon appears, click the **Create Link** button, and then select the original text box x. Now as you type, the text will flow from one box to another.

0 / 1 point

☒ **Incorrect**

Not quite. Try going back to review the **Link text boxes to control text flow** item in Lesson 4.

8. A colleague has sent a long report to you for review. There is a table on the second page that contains information you will probably need to refer to again as you read the report. You decide to add a bookmark so that you can easily jump back to it. You start by putting the cursor in the first cell of the table. You then go to the **Insert** ribbon, choose **Bookmark**, and type the name “Useful Table”. The **Add** button in the **Bookmark** dialog box is still inactive. What has gone wrong?
- 1 / 1 point



- ☒ You cannot use spaces in a bookmark name.
- ☐ You cannot add a bookmark to a position in a table.
- ☐ You cannot use capital letters in a bookmark name.

✓ **Correct**

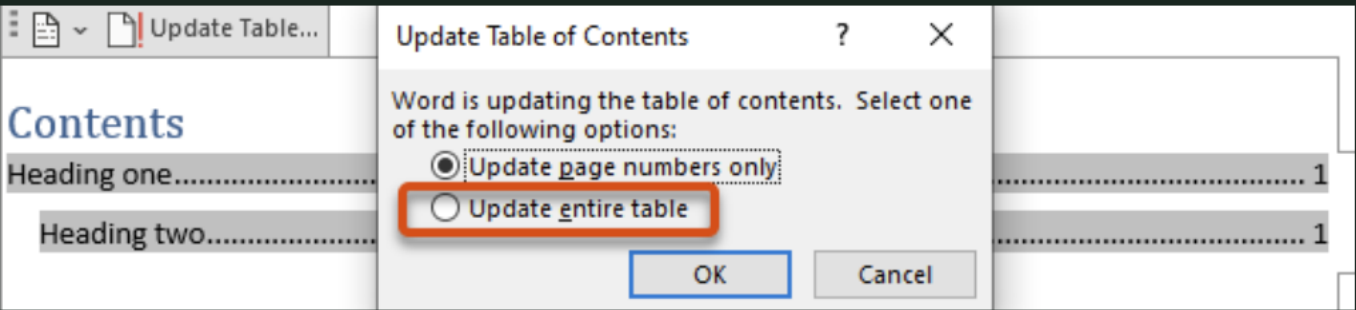
Correct! Spaces and certain punctuation symbols are not allowed in a bookmark name, which is why the **Add** button is still inactive.

9. You need to add a new block of text into a report that has been created by a colleague. When you open the Word document, you notice that the first page contains a **Table of Contents**. You also notice that the entries in the **Table of Contents** become hyperlinks when you hover the mouse pointer over them. You type the new text and add a heading which you format using the styles gallery in the **Home** ribbon. You want to have the new heading included in the **Table of Contents**. What are the correct steps to ensure that this happens?
- 1 / 1 point

- ☐ The new heading will automatically appear in the Table of Contents, so you do not need to update it.
- ☐ Manually add the heading to the Table of Contents.
- ☒ Select the **Table of Contents** and click on the **Update Table** tab which appears at the top. Choose the option **Update Entire Table**

✓ **Correct**

Correct! The **Update Entire Table** option is the one that you select if new material (particularly new headings) has been added to the document. It will update both the headings and the page numbers in the **Table of Contents**. Since the new heading has been formatted using styles, it will automatically be included in the Table of Contents. If it had been manually formatted, Word would not have recognized it as a heading that needed to be added.



10. You are typing an academic paper and you want to link a new paragraph that you just typed back to a heading that appears earlier in the document so that the reader will see a connection. You decide to add a **Cross-Reference** which will alert the reader to the connection and provide a way to jump to the previous heading. What is the correct series of steps to do this?
- 0 / 1 point

- ☐ Position the cursor next to the new paragraph. Go to the **References** ribbon and choose **Cross-Reference**. When the **Cross-Reference** dialog box opens, choose **Heading** in the **Reference Type** drop-down. Select the heading you want to link back to and click **Insert**.
- ☒ Position the cursor next to the previous heading that you want to link back to. Go to the **References** ribbon and choose **Cross-Reference**. When the **Cross-Reference** dialog box opens, select the new paragraph, and click **Insert**.

✗ **Incorrect**

Not quite. Try going back to review the ***Insert a table of contents*** item in Lesson 7.