Test Bank for Enhanced Microsoft Word 2013 Comprehensive 1st Vermaat

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Name:_____ Class:_____ Date:_____

Chapter 02: Creating a Research Paper with References and Sources

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English 101

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Access Granted

Biometric devices authenticate a person's identity by verifying unique personal characteristics. These devices translate a biometric identifier, such as a fingerprint, into a digital code that is compared with a digital code stored in a computer. If the digital code in the computer matches the personal characteristic code, the computer grants access. Examples of biometric devices include fingerprint readers and face recognition systems.

A fingerprint reader, or scanner, captures curves and indentations of a fingerprint. Organizations use fingerprint readers to secure doors, computers, and software. For example, a fingerprint reader can be set up to authenticate users before they can access a computer (Rossi). External fingerprint readers usually plug into a USB port. To save on desk space, some laptops include built-in fingerprint readers.[1]

A face recognition system captures a live face image and compares it with a stored image to determine if the person is a legitimate user. Some buildings use face recognition systems to secure access to rooms. Law enforcement, surveillance systems, and airports use face recognition systems to protect the public. Some mobile devices use face recognition systems to unlock the

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[1] Nadeer and White state that fingerprint readers can perform different functions for different fingers; for example, one finger runs a program and another finger shuts down the computer (62-63).

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device. Face recognition systems are becoming more sophisticated and can recognize people with or without glasses, hats, facial hair, makeup, or jewelry, and with new hairstyles (Allensmith).

Home and business users alike are using biometric security. Through a biometric identifier, such as a fingerprint, biometric devices can deny or grant access to programs, devices, computers, rooms, and other locations. Biometric devices are an effective security technology.

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Works Cited

Allensmith, Samantha Clare. *Understanding Face Recognition Systems*. n.d. Course Technology. Web. 16 Sept. 2014.

Nadeer, Aisha Sati and Jonathon Richard White. *Biometric Security*. Chicago: Windy City Press, 2014. Print.

Rossi, Marcell Enrico. "How To Use Fingerprint Readers." *Digital Security Review* Aug. 2014: n. pag. Web. 3 Oct. 2014.

1. When using the MLA style, position in-text parenthetical references either at the _____, as shown in the accompanying figure.

a. top of the page as headnotes or at the end of the paper as endnotes

b. bottom of the page as footnotes or at the end of the paper as endnotes

c. top of the page as headnotes or at the beginning of the paper as frontnotes

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d. bottom of the page as footnotes or at the beginning of the paper as frontnotes

ANSWER: b
POINTS: 1
REFERENCES: WD 68

2. On the works cited page, list works by each author's last name, as shown in the accompanying figure, or, if the author's name is not available, by the _____.

a. title of the source b. publisher
c. date of the source d. MLA citation number

ANSWER: a
POINTS: 1
REFERENCES: WD 69

3. A note reference mark signals that an explanatory note exists at the bottom of the page as a(n) ____, as shown in the accompanying figure.

a. keynote b. citation
c. endnote d. footnote

ANSWER: d
POINTS: 1
REFERENCES: WD 92

4. By default, the Normal style places ____ points of blank space after each paragraph.

a. 8 b. 10
c. 12 d. 14

ANSWER: a
POINTS: 1
REFERENCES: WD 72

5. By default, the Normal style inserts a vertical space equal to ____ line(s) between each line of text.

a. 1 b. 1.08
c. 2 d. 2.15

ANSWER: b
POINTS: 1
REFERENCES: WD 72

6. If the top of a set of characters is chopped off, the problem may be that the line spacing is set to ____.

a. Exactly b. Cut
c. About d. Near

ANSWER: a
POINTS: 1
REFERENCES: WD 72

7. Headers and footers can include text and graphics, as well as the _____.

a. current date b. page number

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c. current time d. all of the above

ANSWER: d
POINTS: 1
REFERENCES: WD 74

8. Headers print in the top margin ____ inch from the top of every page.
a. one-quarter b. one-half
c. three-quarters of a(n) d. one

ANSWER: b
POINTS: 1
REFERENCES: WD 74

9. Each time the _____ key is pressed, the paragraph formatting in the previous paragraph is carried forward to the next paragraph.
a. ENTER b. SHIFT
c. CTRL d. ALT

ANSWER: a
POINTS: 1
REFERENCES: WD 80

10. The ____ shortcut keys remove character formatting.
a. CTRL+0 (zero) b. CTRL+I
c. CTRL+SPACEBAR d. CTRL+U

ANSWER: c
POINTS: 1
REFERENCES: WD 80

11. The ____ shortcut keys underline words, and not spaces.
a. CTRL+U b. CTRL+W
c. CTRL+SHIFT+W d. CTRL+SHIFT+PLUS SIGN

ANSWER: c
POINTS: 1
REFERENCES: WD 80

12. The shortcut keys for the _____ character formatting are CTRL+SHIFT+PLUS SIGN.
a. case of letters b. underline words, not spaces
c. superscript d. all capital letters

ANSWER: c
POINTS: 1
REFERENCES: WD 80

13. The shortcut keys used to left-align a paragraph are ____.
a. CTRL+J b. ALT+J
c. CTRL+L d. ALT+L

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ANSWER: c
POINTS: 1
REFERENCES: WD 80

14. The shortcut keys used to center a paragraph are ____.
    a. CTRL+T b. CTRL+M
    c. CTRL+SHIFT+T d. CTRL+E
ANSWER: d
POINTS: 1
REFERENCES: WD 80

15. To decrease a font size, use the ____ shortcut keys.
    a. CTRL+< b. CTRL+SHIFT+<
    c. CTRL+< d. CTRL+SHIFT+>
ANSWER: b
POINTS: 1
REFERENCES: WD 80

16. To right-align a paragraph, use the ____ shortcut keys.
    a. CTRL+T b. CTRL+M
    c. CTRL+R d. CTRL+K
ANSWER: c
POINTS: 1
REFERENCES: WD 80

17. To increase a paragraph indent, use the _____ shortcut keys.
    a. CTRL+L b. CTRL+E
    c. CTRL+1 d. CTRL+M
ANSWER: d
POINTS: 1
REFERENCES: WD 80

18. Although you can use a dialog box to indent paragraphs, Word provides a quicker way through the ____.
    a. Quick Access Toolbar b. Office Button menu
    c. vertical ruler d. horizontal ruler
ANSWER: d
POINTS: 1
REFERENCES: WD 82

19. The _____ feature automatically corrects typing, spelling, capitalization, or grammar errors as you type them.
    a. AutoEntry b. AutoCorrect
    c. AutoAdd d. AutoSpell
ANSWER: b
POINTS: 1

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REFERENCES: WD 84

20. If you want to remove the AutoCorrect Options button from the screen, you can press the ____ key.
    a. ESC b. F5
    c. CTRL d. SHIFT
ANSWER: a
POINTS: 1
REFERENCES: WD 85

21. If you do not want to keep a change automatically made by Word and you immediately notice the automatic correction, you can undo the change by clicking the Undo button on the ____.
    a. Office Button menu b. Quick Access Toolbar
    c. ribbon d. any of the above
ANSWER: b
POINTS: 1
REFERENCES: WD 87

22. The rule when using MLA style is to press the SPACEBAR ____ time(s) after periods, colons, and other punctuation marks.
    a. one b. two
    c. three d. either A or B
ANSWER: a
POINTS: 1
REFERENCES: WD 88

23. A(n) ____ is a placeholder for data whose contents can change.
    a. attribute b. element
    c. field d. value
ANSWER: c
POINTS: 1
REFERENCES: WD 90

24. A tag name is an identifier that links a(n) ____ to a source.
    a. citation b. index
    c. attribute d. field
ANSWER: a
POINTS: 1
REFERENCES: WD 93

25. Footnote text is _____.
    a. double-spaced, right-aligned, and a smaller font size than the text in the research paper
    b. double-spaced, left-aligned, and the same font size as the text in the research paper
    c. double-spaced, left-aligned, and a smaller font size than the text in the research paper
    d. single-spaced, left-aligned, and a smaller font size than the text in the research paper

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ANSWER: d
POINTS: 1
REFERENCES: WD 94

26. One way to delete a note is to tap or click immediately to the left of the note reference mark in the document text and then press the ____ key twice.
a. BACKSPACE b. DELETE
c. ESC d. F3
ANSWER: b
POINTS: 1
REFERENCES: WD 99

27. The Word Count dialog box displays the number of words as well as the number of _____ in the current document.
a. lines b. characters
c. paragraphs d. all of the above
ANSWER: d
POINTS: 1
REFERENCES: WD 100

28. Automatic page breaks are determined by ____.
a. paper size b. line spacing
c. margin settings d. all of the above
ANSWER: d
POINTS: 1
REFERENCES: WD 101

29. According to the MLA style, the _____ is a list of sources that are referenced directly in a research paper.
a. parenthetical citations page b. works cited page
c. explanatory notes page d. superscript reference page
ANSWER: b
POINTS: 1
REFERENCES: WD 104

30. Which of the following is a bibliographic source?
a. map b. memo
c. letter d. all of the above
ANSWER: d
POINTS: 1
REFERENCES: WD 105

31. Word shades fields ____ on the screen.
a. blue b. gray
c. green d. tan
ANSWER: b

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POINTS: 1
REFERENCES: WD 110

32. The Office ____ is a temporary storage area.
a. Warehouse b. Clipboard
c. Storehouse d. Gallery
ANSWER: b
POINTS: 1
REFERENCES: WD 111

33. ____ is the process of copying an item from the Office Clipboard into the document at the location of the insertion point.
a. Clipping b. Dragging
c. Pasting d. Dropping
ANSWER: c
POINTS: 1
REFERENCES: WD 111

34. With ____ editing, Word automatically displays a Paste Options button near the pasted or moved text.
a. drag-and-drop b. inline
c. copy-and-carry d. cut-and-paste
ANSWER: a
POINTS: 1
REFERENCES: WD 113

35. To search for a special character, use the ____ button in the expanded Find dialog box.
a. Characters b. Special
c. Options d. Advanced
ANSWER: b
POINTS: 1
REFERENCES: WD 115

36. To search for formatting or a special character, click the _____ button to expand the Find dialog box.
a. Additional searching b. Find more
c. More d. Search options
ANSWER: c
POINTS: 1
REFERENCES: WD 115

37. A thesaurus can be used to look up a(n) _____, or a word similar in meaning to a given word.
a. synonym b. homonym
c. antonym d. metronym
ANSWER: a
POINTS: 1

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REFERENCES: WD 116

38. A(n) ____ is a book of synonyms.
a. dictionary b. glossary
c. index d. thesaurus
ANSWER: d
POINTS: 1
REFERENCES: WD 116

39. One way to add a correctly spelled word to the custom dictionary is to tap or click the ____ button in the Spelling and Grammar dialog box.
a. Add to Dictionary b. New Entry
c. Add to Custom d. Custom Entry
ANSWER: a
POINTS: 1
REFERENCES: WD 118

40. When you install Word, it selects a series of ____ that it searches through when you use the Research task pane.
a. dialogs b. pathways
c. indices d. services
ANSWER: d
POINTS: 1
REFERENCES: WD 120

Modified Multiple Choice

41. The first draft of a research paper should include ____.
a. an introduction b. a conclusion
c. the body d. sources
ANSWER: a, b, c, d
POINTS: 1
REFERENCES: WD 78

42. Sources should be evaluated for ____.
a. efficacy b. currency
c. authority d. accuracy
ANSWER: b, c, d
POINTS: 1
REFERENCES: WD 78

43. You can use the rulers to ____.
a. set tab stops b. change page margins
c. format characters d. adjust column widths
ANSWER: a, b, d

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POINTS: 1
REFERENCES: WD 82

44. ____ is/are required information for a citation for a book in MLA style.
a. Full name of author(s) b. Edition (if available)
c. Page numbers d. Publication city
ANSWER: a, b, d
POINTS: 1
REFERENCES: WD 89

45. ____ is required information for a citation for a Web site in MLA style.
a. Date viewed b. Page numbers
c. Title of Web site d. Web site publisher or sponsor
ANSWER: a, c, d
POINTS: 1
REFERENCES: WD 89

46. Although a variety of different styles of documentation exist for report preparation, each style requires the same basic information.
a. True
b. False
ANSWER: True
POINTS: 1
REFERENCES: WD 66

47. To follow the MLA style, single-space text on all pages and apply one and a half-inch top and bottom margins, and one-inch left and right margins.
a. True
b. False
ANSWER: False
POINTS: 1
REFERENCES: WD 68

48. According to MLA style, on each page of the research paper, precede the page number by the title of the paper.
a. True
b. False
ANSWER: False
POINTS: 1
REFERENCES: WD 68

49. In the APA documentation style, a separate title page is required instead of placing name and course information on the paper's first page.
a. True
b. False

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ANSWER: True
POINTS: 1
REFERENCES: WD 68

50. In the MLA style, notes are used only for optional content or bibliographic notes.
    a. True
    b. False
ANSWER: True
POINTS: 1
REFERENCES: WD 68

51. The MLA style uses the term bibliographical references for works cited.
    a. True
    b. False
ANSWER: False
POINTS: 1
REFERENCES: WD 68

52. To place your name to the left of the page number as required by the MLA style, you must create a header that contains the page number.
    a. True
    b. False
ANSWER: True
POINTS: 1
REFERENCES: WD 78

53. While plagiarism is unethical, it is not considered an academic crime.
    a. True
    b. False
ANSWER: False
POINTS: 1
REFERENCES: WD 78

54. To use Click and Type, you right-click a blank area of the document window.
    a. True
    b. False
ANSWER: False
POINTS: 1
REFERENCES: WD 79

55. CTRL+B, CTRL+], and CTRL+U are all shortcut keys for formatting paragraphs.
    a. True
    b. False
ANSWER: False

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POINTS: 1
REFERENCES: WD 80

56. In addition to a predefined list of AutoCorrect spelling, capitalization, and grammar errors, you can create your own AutoCorrect entries to add to the list.
a. True
b. False
ANSWER: True
POINTS: 1
REFERENCES: WD 85

57. To delete a note, select the note reference mark in the footnote text by dragging through the note reference mark, and then click the Cut button on the HOME tab.
a. True
b. False
ANSWER: False
POINTS: 1
REFERENCES: WD 99

58. To count words, click the Word Count indicator on the HOME tab to display the Word Count dialog box.
a. True
b. False
ANSWER: False
POINTS: 1
REFERENCES: WD 100

59. If you add text, delete text, or modify text on a page, Word recalculates the location of automatic page breaks and adjusts them accordingly.
a. True
b. False
ANSWER: True
POINTS: 1
REFERENCES: WD 101

60. According to the MLA style, the first line of each entry on the works cited page begins at the left margin.
a. True
b. False
ANSWER: True
POINTS: 1
REFERENCES: WD 104

61. The MLA style requires that the works cited be listed in alphabetical order by the author's last name or, if the work has no author, by the work's title.
a. True

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b. False

ANSWER: True
POINTS: 1
REFERENCES: WD 104

62. Word never moves or adjusts automatic page breaks; however, Word adjusts manual page breaks that follow an automatic page break.
a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: WD 105

63. The shortcut keys, CTRL+ENTER, instruct Word to insert a manual page break.
a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: WD 105

64. A bibliography lists all publication information about the source.
a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: WD 105

65. A manual page break is also known as a soft page break.
a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: WD 105

66. To apply a style to a paragraph, the first step is to position the insertion point in the paragraph.
a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: WD 105

67. You can use the Ignore All button to ignore the current and all future occurrences of a flagged word.
a. True
b. False

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ANSWER: True
POINTS: 1
REFERENCES: WD 117

68. From within Word, you can search through various forms of reference information.
a. True
b. False
ANSWER: True
POINTS: 1
REFERENCES: WD 119

69. If you have multiple custom dictionaries, you can specify which one Word should use when checking spelling.
a. True
b. False
ANSWER: True
POINTS: 1
REFERENCES: WD 118

70. You can use the Copy and Paste commands to copy information from the Research task pane into your document.
a. True
b. False
ANSWER: True
POINTS: 1
REFERENCES: WD 119

71. Line spacing is the amount of space above and below a paragraph. _____
ANSWER: False - Paragraph
POINTS: 1
REFERENCES: WD 72

72. A(n) footer is text and/or graphics that print at the bottom of every page. _____
ANSWER: True
POINTS: 1
REFERENCES: WD 74

73. The conclusion, which follows the introduction, consists of several paragraphs that support the topic.
_____
ANSWER: False - body
POINTS: 1
REFERENCES: WD 78

74. Word has many Quick Access keys for your convenience while typing. _____
ANSWER: False - shortcut
POINTS: 1

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REFERENCES: WD 80

75. If your hand is on the keyboard, use the ribbon for formatting. _____
ANSWER: False - mouse
POINTS: 1
REFERENCES: WD 81

76. The MLA style uses in-text _____ instead of noting each source at the bottom of the page or at the end of the paper.
ANSWER: parenthetical references
POINTS: 1
REFERENCES: WD 68

77. The MLA style uses the term _____ for the bibliographical list of sources.
ANSWER: works cited
POINTS: 1
REFERENCES: WD 68

78. _____ is the amount of vertical space between lines of text in a document.
ANSWER: Line spacing
POINTS: 1
REFERENCES: WD 72

79. The MLA documentation style requires that you _____ the entire research paper; that is, one blank line should display between each line of text.
ANSWER: double-space
POINTS: 1
REFERENCES: WD 72

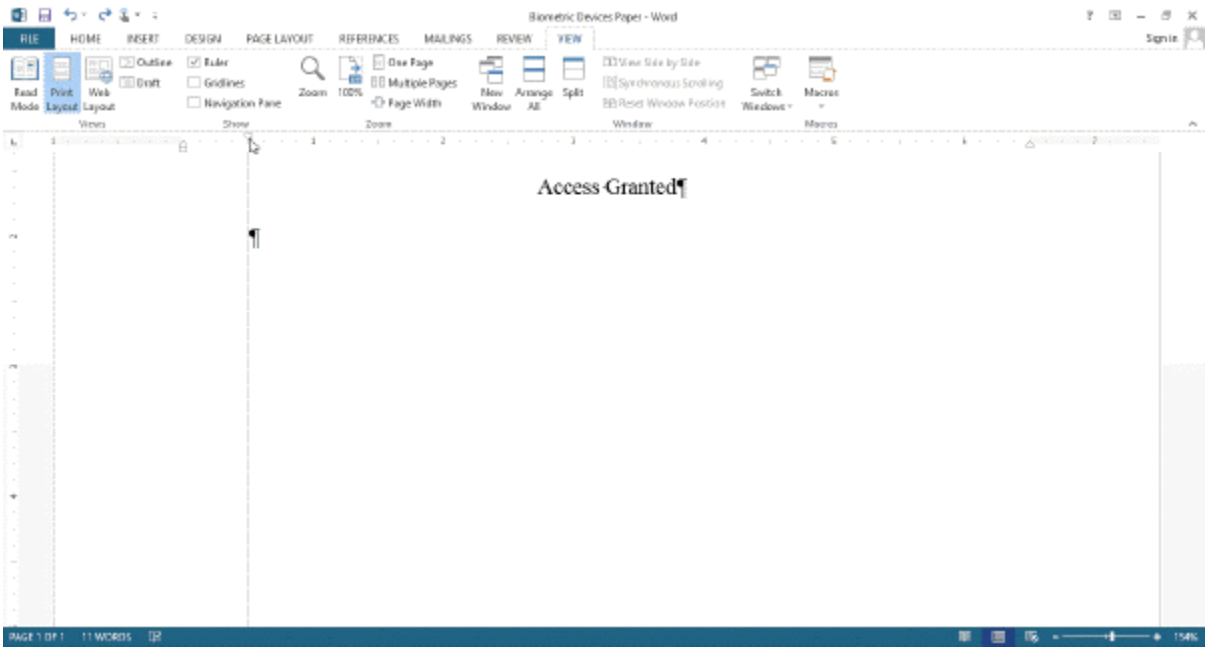
80. A(n) _____ is text and/or graphics printed at the top of each page in a document.
ANSWER: header
POINTS: 1
REFERENCES: WD 74

81. The _____ and Type feature can be used to format and enter text, graphics, and other items.
ANSWER: Click
POINTS: 1
REFERENCES: WD 79

82. As you move the Click and Type pointer around the document, the icon changes to represent _____ that will be applied if you double-click at that location.
ANSWER: formatting
POINTS: 1
REFERENCES: WD 79

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83. Word can be instructed to indent the first line of a paragraph, creating a(n)first-line indent, as shown in the accompanying figure, using the _____ ruler.
ANSWER: horizontal
POINTS: 1
REFERENCES: WD 82

84. The _____ is the top triangle at the 0" mark on the horizontal ruler shown in the accompanying figure.
ANSWER: First Line Indent marker
POINTS: 1
REFERENCES: WD 82

85. The small square at the 0" mark on the horizontal ruler shown in the accompanying figure is the _____, which can be used to change the entire left margin.
ANSWER: Left Indent marker
POINTS: 1
REFERENCES: WD 82

86. The _____ is the bottom triangle at the 0" mark on the horizontal ruler shown in the accompanying figure.
ANSWER: Hanging Indent marker
POINTS: 1
REFERENCES: WD 108

87. Word provides a(n) _____ feature that automatically corrects some typing, spelling, capitalization, or grammar errors as they are typed in a document.
ANSWER: AutoCorrect
POINTS: 1

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REFERENCES: WD 84

88. When the _____ is clicked, Word displays a menu that allows a correction to be undone or changes how Word handles future automatic corrections of this type.
ANSWER: AutoCorrect Options button
POINTS: 1
REFERENCES: WD 85

89. Word automatically numbers notes sequentially by placing a(n) _____ in the body of the document and also to the left of the note text.
ANSWER: note reference mark
POINTS: 1
REFERENCES: WD 92

90. As documents that exceed one page are typed, Word automatically inserts page breaks called _____, when it determines the text has filled one page according to paper size, margin settings, line spacing, and other settings.
ANSWER: automatic page breaks
soft page breaks
POINTS: 1
REFERENCES: WD 101

91. Because page repagination is performed between keystrokes, Word refers to the task of creating automatic page breaks as _____.
ANSWER: background repagination
POINTS: 1
REFERENCES: WD 101

92. Because the works cited are to display on a separate numbered page, a(n) _____ must be inserted at a specific location following the body of a research paper.
ANSWER: manual page break
hard page break
POINTS: 1
REFERENCES: WD 105

93. A(n) _____ is a type of paragraph formatting in which the first line extends to the left of the rest of the paragraph.
ANSWER: hanging indent
POINTS: 1
REFERENCES: WD 108

94. While _____, you review a document to look for grammatical errors and spelling errors.
ANSWER: proofreading
POINTS: 1
REFERENCES: WD 108

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95. The _____ displays when you drag-and-drop text and allows you to change the format of the text that was moved.

ANSWER: Paste Options button
POINTS: 1
REFERENCES: WD 113

96. *Explain in detail what it means to evaluate sources and what the criteria for evaluation are.*

ANSWER: *You should evaluate sources for authority, currency, and accuracy. Be especially wary of information obtained from the web. Any person, company, or organization can publish a webpage on the Internet. Ask yourself these questions about the source:*

• Authority: Does a reputable institution or group support the source? Is the information presented without bias? Are the author's credentials listed and verifiable?
• Currency: Is the information up to date? Are dates of sources listed? What is the last date revised or updated?
• Accuracy: Is the information free of errors? Is it verifiable? Are the sources clearly identified?

POINTS: 1
REFERENCES: WD 78
TOPICS: Critical Thinking

97. *What are the questions to ask yourself as you proofread and revise a research paper?*

ANSWER: *Does the title suggest the topic?*
Is the thesis clear?
Is the purpose of the paper clear?
Does the paper have an introduction, body, and conclusion?
Does each paragraph in the body relate to the thesis?
Is the conclusion effective?
Are sources acknowledged correctly?
Are all sources acknowledged?

POINTS: 1
REFERENCES: WD 109
TOPICS: Critical Thinking

98. List the general guidelines to follow as you create a research paper.

ANSWER:

• Select a topic. Spend time brainstorming ideas for a topic. Choose one you find interesting. For shorter papers, narrow the scope of the topic; for longer papers, broaden the scope. Identify a tentative thesis statement, which is a sentence describing the paper's subject matter.

• Research the topic and take notes, being careful not to plagiarize.

• Organize your ideas. Classify your notes into related concepts. Make an outline from the categories of notes. In the outline, identify all main ideas and supporting details.

• Write the first draft, referencing sources. From the outline, compose the paper. Every research paper should include an introduction containing the thesis statement, supporting details, and a conclusion. Follow the guidelines identified in the required documentation style. Reference all sources of information.

• Create the list of sources. Using the formats specified in the required documentation style, completely

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list all sources referenced in the body of the research paper in alphabetical order.

• Proofread and revise the paper. If possible, proofread the paper with a fresh set of eyes, that is, at least one to two days after completing the first draft. Proofreading involves reading the paper with the intent of identifying errors (spelling, grammar, etc.) and looking for ways to improve the paper (wording, transitions, flow, etc.). Try reading the paper out loud, which helps to identify unclear or awkward wording. Ask someone else to proofread the paper and give you suggestions for improvements.

POINTS: 1
REFERENCES: WD 123
TOPICS: Critical Thinking

Critical Thinking Questions
Case 2-1

Your friend Riley knows that you have a lot of experience with proofreading works cited pages from your time as a graduate student and now as a professional researcher.

99. Riley brings to you the research paper on which she is currently working. Which of the following is a correct and complete citation for a book?

a. Connors, Jack. Dreaming of Jeannie. 4th edition. Volume 2. 2010.
b. Santos, Matthew, and Joshua Lyman. How to Run (and Win) a Presidential Campaign. Houston: GOP Publishing, 2011.
c. Shelly, Gary B. "How a GPS Works." Computing in Today's World March 2011: 34-42.
d. Hutton, Laura. Effective Management for the 21st Century. Albuquerque: Manhattan Publishers.

ANSWER: B
POINTS: 1
REFERENCES: WD 89
TOPICS: Critical Thinking

100. Her most recent research paper is the first example of a paper on which Riley has worked that will use websites as sources. Can you help her indicate which of the following is a correct and complete citation for a website?

a. Cashman, Thomas J. How a USB Flash Drive Works. Course Technology. 14 April 2011. <www.scsite.com/wd2010/pr2/wc.htm>
b. Cashman, Thomas J. Course Technology. 14 April 2011. <www.scsite.com/wd2010/pr2/wc.htm>
c. Cashman, Thomas J. How a USB Flash Drive Works. Course Technology. <www.scsite.com/wd2010/pr2/wc.htm>
d. None of the citations above is correct.

ANSWER: A
POINTS: 1
REFERENCES: WD 89
TOPICS: Critical Thinking

Critical Thinking Questions
Case 2-2

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Name:_____ Class:_____ Date:_____

Chapter 02: Creating a Research Paper with References and Sources

A new colleague of yours has been eyeing your computer skills with envy, as you seem to know all of the shortcuts. He wants to know what your "secret" is.

101. Which of the following allows you to remove character formatting?

a. Press and hold down the CTRL key and then click the paragraph.
b. Move the mouse to the left of the first line until the mouse pointer changes to a right-pointing block arrow and then click.
c. Move the mouse to the left of the text until the mouse pointer changes to a right-pointing block arrow and then triple-click.
d. Press the CTRL+SPACEBAR keys.

ANSWER: D
POINTS: 1
REFERENCES: WD 80
TOPICS: Critical Thinking

102. Which of the following keys do you recommend to your colleague for adding a hanging indent?

a. CTRL+H	c. ALT+H
b. CTRL+T	d. CTRL+SHIFT+I

ANSWER: B
POINTS: 1
REFERENCES: WD 80
TOPICS: Critical Thinking

Identify the letter of the choice that best matches the phrase or definition.

a. parenthetical references
b. works cited
c. header
d. Click and Type
e. shortcut keys
f. vertical ruler
g. AutoCorrect
h. field
i. endnote
j. tag name

REFERENCES: WD 68
WD 68
WD 74
WD 81
WD 79
WD 93
WD 92
WD 90
WD 84
WD 82

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Chapter 02: Creating a Research Paper with References and Sources

103. Used in MLA style instead of noting each source at the bottom of the page.
ANSWER: a
POINTS: 1

104. The bibliographic list of sources at the end of an MLA-styled research paper.
ANSWER: b
POINTS: 1

105. Text and graphics that prints at the top of each page in a document.
ANSWER: c
POINTS: 1

106. Used to format text as you type it.
ANSWER: e
POINTS: 1

107. Used to format and enter text, graphics, and other items.
ANSWER: d
POINTS: 1

108. An identifier that links a citation to a source.
ANSWER: j
POINTS: 1

109. Explanatory note that exists at the end of a document.
ANSWER: i
POINTS: 1

110. A placeholder for data whose contents can change.
ANSWER: h
POINTS: 1

111. Word feature that fixes errors as you type them in the document.
ANSWER: g
POINTS: 1

112. Displays along the left edge of the Word window.
ANSWER: f
POINTS: 1

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