Test Bank for Illustrated Microsoft Office 365 and Word 2016 Introductory 1st Duffy

Access Complete Test Bank for Illustrated Microsoft Office 365 and Word 2016 Introductory 1st Duffy

Name:_____ Class:_____ Date:_____

Word 2016 - Module 2: Editing Documents

1. When you move text to a new location using drag and drop, that text is added to the Clipboard.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Cut and Paste Text
Word 26
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.036 - Cut and paste text
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2. When you use the Save command to save changes to a file, you overwrite the stored file.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Cut and Paste Text
Word 26
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.037 - Open a document and save it with a new filename
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3. The last item you cut or copy from a document is added to both the Office Clipboard and the system Clipboard.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Cut and Paste Text
Word 26
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.036 - Cut and paste text
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4. You can set the Office Clipboard to open automatically any time you cut or copy two items consecutively.
   a. True
   b. False

ANSWER: True

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Word 2016 - Module 2: Editing Documents

POINTS: 1
REFERENCES: Use the Office Clipboard
Word 30
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.038 - Copy and cut items to the Clipboard
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5. Clicking the Find button in the Editing group opens the Navigation pane.
   a. True
   b. False
ANSWER: True
POINTS: 1
REFERENCES: Find and Replace Text
Word 32
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.039 - Find text with the Navigation pane
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6. Word inserts an AutoCorrect entry after you press [Spacebar] or a punctuation mark.
   a. True
   b. False
ANSWER: True
POINTS: 1
REFERENCES: Check Spelling and Grammar
Word 35
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.040 - Correct spelling errors
ENDW.DUFF.16.041 - Correct grammar errors
DATE CREATED: 2/26/2016 7:45 PM
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7. You can create your own AutoCorrect entries.
   a. True
   b. False
ANSWER: True
POINTS: 1
REFERENCES: Check Spelling and Grammar
Word 35

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QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.040 - Correct spelling errors
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8. To test a hyperlink, press [Ctrl] and then click the hyperlink.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Add Hyperlinks
Word 38
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.042 - Test hyperlinks
DATE CREATED: 2/26/2016 7:45 PM
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9. When you copy text, the text is removed from the document. _____
ANSWER: False - cut
POINTS: 1
REFERENCES: Cut and Paste Text
Word 26
Copy and Paste Text
Word 28
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.036 - Cut and paste text
ENDW.DUFF.16.043 - Copy and paste text
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10. The Office Clipboard can only hold one item at a time. _____
ANSWER: False - system clipboard
POINTS: 1
REFERENCES: Cut and Paste Text
Word 26
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.036 - Cut and paste text
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Word 2016 - Module 2: Editing Documents

11. You can use the View Side by Side button in the Window group on the VIEW tab to display two open documents horizontally at the same time. _____

ANSWER: True
POINTS: 1
REFERENCES: Use the Office Clipboard
Word 31
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.038 - Copy and cut items to the Clipboard
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12. If Word flags a word as misspelled that is spelled correctly, right-click the word and then click Accept Spelling.
_____

ANSWER: False - Ignore, Ignore All
POINTS: 1
REFERENCES: Check Spelling and Grammar
Word 34
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.044 - Ignore correctly spelled words
DATE CREATED: 2/26/2016 7:45 PM
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13. A(n) hyperlink is a text or graphic that, when clicked, jumps the viewer to a different location or program.
_____

ANSWER: True
POINTS: 1
REFERENCES: Add Hyperlinks
Word 38
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.045 - Insert a hyperlink
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14. Which command is used to create a duplicate copy of a file, while leaving the original file intact?

a. Save As b. Save
c. New Document d. Copy File

ANSWER: a
POINTS: 1
REFERENCES: Cut and Paste Text
Word 26
QUESTION TYPE: Multiple Choice

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Word 2016 - Module 2: Editing Documents

HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.037 - Open a document and save it with a new filename
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15. "Drag and drop" describes what operation?
    a. Copying text to the Clipboard b. Moving text using the mouse
    c. Moving text using keyboard shortcuts d. Deleting text

ANSWER: b
POINTS: 1
REFERENCES: Cut and Paste Text
Word 26
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.036 - Cut and paste text
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16. The Office Clipboard can hold up to how many items?
    a. 1 b. 24
    c. 10 d. 50

ANSWER: b
POINTS: 1
REFERENCES: Cut and Paste Text
Word 26
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.036 - Cut and paste text
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17. Which command is used to insert text that is stored on the Clipboard into a document?
    a. Copy b. Drop
    c. Paste d. Insert

ANSWER: c
POINTS: 1
REFERENCES: Cut and Paste Text
Word 26
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.036 - Cut and paste text
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18. Where is the Show/Hide ¶ button?
    a. in the Paragraph group on the HOME tab
    b. in the Symbols group on the DESIGN tab
    c. in the Symbols group on the INSERT tab
    d. in the Paragraph group on the LAYOUT tab

ANSWER: a
POINTS: 1
REFERENCES: Cut and Paste Text
Word 26
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.046 - Edit text using formatting marks
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19. Which of the following is NOT a way to add the selected text to the Clipboard?
    a. Press [Ctrl][X].
    b. Use the mouse to drag the text to the Clipboard.
    c. Press [Ctrl][C].
    d. Click the Copy button.

ANSWER: b
POINTS: 1
REFERENCES: Cut and Paste Text
Word 26
Cut and Paste Text
Word 27
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.036 - Cut and paste text
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20. What is the keyboard shortcut for saving a document?
    a. [Ctrl][A] b. [Ctrl][X]
    c. [Ctrl][S] d. [Ctrl][C]

ANSWER: c
POINTS: 1
REFERENCES: Cut and Paste Text
Word 27
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.037 - Open a document and save it with a new filename
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21. What is the keyboard shortcut for pasting text?
    a. [Ctrl][C] b. [Ctrl][P]
    c. [Ctrl][X] d. [Ctrl][V]

ANSWER: d
POINTS: 1
REFERENCES: Cut and Paste Text
Word 27
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.036 - Cut and paste text
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22. What is the keyboard shortcut for cutting text?
    a. [Ctrl][X] b. [Ctrl][C]
    c. [Ctrl][Q] d. [Ctrl][A]

ANSWER: a
POINTS: 1
REFERENCES: Cut and Paste Text
Word 27
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.036 - Cut and paste text
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23. Where are the Word keyboard shortcuts listed?
    a. in the Shortcut dialog box b. in Word ScreenTips for the command
    c. in the Shortcut task pane d. on the Shortcut tab

ANSWER: b
POINTS: 1
REFERENCES: Cut and Paste Text
Word 27
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.036 - Cut and paste text
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24. Which of the following is NOT an option in the Paste Options menu?
    a. Keep Source Formatting b. Merge Formatting

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c. Keep Text Only d. Match Formatting

ANSWER: d
POINTS: 1
REFERENCES: Copy and Paste Text
Word 28
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.047 - Format pasted text with the Paste Options button
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25. Which button is used to display two different parts of the same document in the document window?

a. Two Pages b. Divide
c. Split d. Double Window

ANSWER: c
POINTS: 1
REFERENCES: Copy and Paste Text
Word 28
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.043 - Copy and paste text
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26. If a document window has been split into two panes, how can you restore the window to a single pane?

a. Double-click the split bar.
b. Right-click the split bar and click Remove Split.
c. Drag the split bar to the bottom of the document.
d. Right-click one of the panes and click Close Pane.

ANSWER: a
POINTS: 1
REFERENCES: Copy and Paste Text
Word 28
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.043 - Copy and paste text
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27. Which of the following does *NOT* happen when you copy an item to the Office Clipboard?

a. The item is added to the top of the Clipboard task pane.
b. Existing items move down the task pane.
c. The text you copied remains in its original location.

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d. The Clipboard task pane automatically opens.

ANSWER: d
POINTS: 1
REFERENCES: Use the Office Clipboard
Word 30
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.048 - Paste items from the Clipboard
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28. What happens when you click an item on the Office Clipboard?
a. The item is moved to the system Clipboard.
b. A ScreenTip appears.
c. The item is deleted from the Office Clipboard.
d. The item is pasted in the document at the location of the insertion point.

ANSWER: d
POINTS: 1
REFERENCES: Use the Office Clipboard
Word 30
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.048 - Paste items from the Clipboard
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29. What kind of items can be stored on the Office Clipboard?
a. Items collected from Word only.
b. Items collected from any program.
c. Items collected from any word processing program.
d. Items collected from any Office program.

ANSWER: d
POINTS: 1
REFERENCES: Use the Office Clipboard
Word 30
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.038 - Copy and cut items to the Clipboard
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30. Which of the following does *NOT* happen when you add a 25th item to the Office Clipboard?
a. The last item you collected is deleted.

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b. The first item you collected is deleted.
c. The existing items on the Clipboard are moved down the task pane.
d. The new item is displayed at the top of the Clipboard task pane.

ANSWER: a
POINTS: 1
REFERENCES: Use the Office Clipboard
Word 30
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.038 - Copy and cut items to the Clipboard
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31. How do you delete an individual item from the Office Clipboard?
a. Click the item, then press the Delete key.
b. Click the list arrow next to the item, and then click Delete.
c. Click the icon to the left of the item.
d. Paste the item in the document.

ANSWER: b
POINTS: 1
REFERENCES: Use the Office Clipboard
Word 30
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.048 - Paste items from the Clipboard
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32. How do you open the Clipboard task pane?
a. The Clipboard launches automatically when you copy or cut text.
b. Click the Paste list arrow in the Clipboard group, then click Clipboard.
c. Click the launcher in the Clipboard group.
d. Click the Clipboard button on the VIEW tab.

ANSWER: c
POINTS: 1
REFERENCES: Use the Office Clipboard
Word 30
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.038 - Copy and cut items to the Clipboard
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Word 2016 - Module 2: Editing Documents

33. Which command do you use to display two open documents at the same time?

a. Split b. New Window

c. Arrange All d. Switch Windows

ANSWER: c
POINTS: 1
REFERENCES: Use the Office Clipboard
Word 31
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.038 - Copy and cut items to the Clipboard
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34. Which feature can you use to highlight all instances of a word in a document?

a. The Find command in the Navigation pane

b. Spelling and Grammar

c. Thesaurus

d. AutoCorrect

ANSWER: a
POINTS: 1
REFERENCES: Find and Replace Text
Word 32
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.039 - Find text with the Navigation pane
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35. What tab can you use to quickly move the insertion point to a specific page or heading?

a. Find b. Next Item

c. Go To d. Search

ANSWER: c
POINTS: 1
REFERENCES: Find and Replace Text
Word 33
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.049 - Navigate a document
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36. Which feature would you use to correct words that you frequently misspell as you type?

a. Spelling and Grammar b. AutoCorrect

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c. Find and Replace d. AutoComplete

ANSWER: b
POINTS: 1
REFERENCES: Check Spelling and Grammar
Word 35
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.040 - Correct spelling errors
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37. Which feature can you use to find and insert a synonym for an overused word?

a. AutoCorrect b. Spelling and Grammar
c. Find and Replace d. Thesaurus

ANSWER: d
POINTS: 1
REFERENCES: Research Information
Word 36
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.050 - Find synonyms using the Thesaurus
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38. To which of the following does the Research task pane *NOT* provide access?

a. dictionaries b. Web search engines
c. translations d. Find and Replace

ANSWER: d
POINTS: 1
REFERENCES: Research Information
Word 36
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.050 - Find synonyms using the Thesaurus
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39. What do you call an informal journal that is created by an individual or a group and made available to the public on the Internet?

a. Web journal b. Blog
c. Web page d. Chat

ANSWER: b
POINTS: 1

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REFERENCES: Research Information
Word 36
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.050 - Find synonyms using the Thesaurus
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40. By default, as you type Word will automatically create a hyperlink to ____.
a. the words Your Name b. the name of a Web site
c. an e-mail address d. the name of a company with a Web page

ANSWER: c
POINTS: 1
REFERENCES: Add Hyperlinks
Word 38
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.045 - Insert a hyperlink
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41. What tool helps you detect and remove private or confidential information from a document?
a. Document Inspector b. Protect Document
c. Privacy Inspector d. Prepare Document

ANSWER: a
POINTS: 1
REFERENCES: Work with Document Properties
Word 40
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.051 - Remove document properties
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42. User-defined details about a document that describe its contents and origin are known as ____.
a. document properties b. document summaries
c. document details d. document information

ANSWER: a
POINTS: 1
REFERENCES: Work with Document Properties
Word 40
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False

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LEARNING OBJECTIVES: ENDW.DUFF.16.052 - Edit document properties
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43. Which tab in the Properties dialog box shows information about revisions to the document as well as the number of pages, word, lines, paragraphs, and characters in the file?

a. Statistics b. General
c. Contents d. Summary

ANSWER: a
POINTS: 1
REFERENCES: Work with Document Properties
Word 41
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.053 - Modify advanced document properties
DATE CREATED: 2/26/2016 7:45 PM
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44. You can cut and paste text using the buttons on the _____ group on the HOME tab.

ANSWER: Clipboard
POINTS: 1
REFERENCES: Cut and Paste Text
Word 26
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.036 - Cut and paste text
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45. A(n) _____ is a combination of keys that you press to perform a command.

ANSWER: shortcut key
keyboard shortcut
POINTS: 1
REFERENCES: Cut and Paste Text
Word 27
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.036 - Cut and paste text
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46. To reverse the last action you took in a document, click the _____ button on the Quick Access toolbar.

ANSWER: Undo

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Word 2016 - Module 2: Editing Documents

POINTS: 1
REFERENCES: Copy and Paste Text
Word 28
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.043 - Copy and paste text
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47. Click the _____ button on the Clipboard task pane to remove all the items from the Office Clipboard at once.
ANSWER: Clear All
POINTS: 1
REFERENCES: Use the Office Clipboard
Word 30
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.038 - Copy and cut items to the Clipboard
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48. When you select the _____ check box in the Find and Replace dialog box, Word finds only exact matches for uppercase and lowercase characters as entered in the Find what text box.
ANSWER: Match case
POINTS: 1
REFERENCES: Find and Replace Text
Word 32
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.054 - Replace text
DATE CREATED: 2/26/2016 7:45 PM
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49. The _____ option on the Info screen lets you mark a document as read-only.
ANSWER: Protect Document
POINTS: 1
REFERENCES: Work with Document Properties
Word 40
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.052 - Edit document properties
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50. The _____ option on the Info screen lets you remove unwanted information from a document, check for content that people with disabilities might find difficult to read, and check the document for features that are unsupported by previous versions of Word.

ANSWER: Check for Issues
POINTS: 1
REFERENCES: Work with Document Properties
Word 40
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.052 - Edit document properties
DATE CREATED: 2/26/2016 7:45 PM
DATE MODIFIED: 2/26/2016 7:45 PM

51. Explain what the Word Count dialog box is and what it contains.

ANSWER: The Word Count dialog box lists the number of pages, words, characters, paragraphs, and lines included in the selected text. The status bar also displays the number of words included in the selected text and the total number of words in the entire document. If you want to view the page, character, paragraph, and line count for the entire document, make sure nothing is selected in your document, and then click Word Count in the Proofing group.
POINTS: 1
REFERENCES: Research Information
Word 36
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.055 - Check word count
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:45 PM
DATE MODIFIED: 2/26/2016 7:45 PM

52. Discuss the use of dictionary apps and explain what Apps for Office are.

ANSWER: Instead of a built-in dictionary, Word includes the ability to install a free dictionary app from the Office Store that you can use to look up the definitions of words. A dictionary app is just one of many Apps for Office that are available in Word. Apps for Office are small programs embedded in Word that allow you to access information on the Web without having to leave Word. For example, you can look up something on Wikipedia, insert an online map in one of your documents, or access dictionaries and other reference sources, all from within Word using an app. To install the free dictionary app from the Office Store for the first time, click the Define button In the Proofing group on the REVIEW tab, decide which dictionary you want, and then click the Download button associated with the dictionary you want in order to install that dictionary. After the dictionary is installed, it will open automatically in the Dictionary pane whenever you click Define. If you want to download other dictionaries or other apps, click the Apps for Office button in the Apps group on the INSERT tab, click More apps, find the app you want, and then click Add or Buy. Some apps are free, and some require purchase. Word allows you to choose one dictionary app for free. To use an app, click the Apps for Office button, click My Apps to see your list of apps, and then double-click the app you want to use.
POINTS: 1

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Word 2016 - Module 2: Editing Documents

REFERENCES: Research Information
Word 37
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.050 - Find synonyms using the Thesaurus
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:45 PM
DATE MODIFIED: 2/26/2016 7:45 PM

53. Discuss sharing documents from within Word, including e-mailing and faxing.
ANSWER: Word includes several options for distributing and sharing documents over the Internet directly from within Word, including saving a document to OneDrive for others to view and edit, e-mailing a document, presenting a document online so others can view it in a Web browser, and posting a document to a blog. To share a document, open the file in Word, click the FILE tab, click Share, and then click one of the Share options. When you e-mail a document from within Word, the document is sent as an attachment to an e-mail message using your default e-mail program. You can choose to attach the document as a Word file, a .pdf file, or an .xps file, or to send it as an Internet fax. When you click an option, a message window opens that includes the filename of the current file as the message subject and the file as an attachment. Type the e-mail address(es) of the recipient(s) in the To and Cc text boxes, any message you want in the message window, and then click Send on the message window toolbar to send the message. The default e-mail program sends a copy of the document to each recipient. Note that faxing a document directly from Word requires registration with a third-party Internet fax service. Fax services generally charge a monthly or per page fee for sending and receiving faxes.
POINTS: 1
REFERENCES: Add Hyperlinks
Word 39
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.056 - E-mail a document from Word
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:45 PM
DATE MODIFIED: 4/15/2016 2:24 AM

54. Megan needs to distribute a document over the Internet. Before she does so, what should she do to ensure that her private information is removed and that the file is accessible to as many people as possible?
ANSWER: Megan should first follow these steps to ensure that her private and confidential information is removed from the document:

1. Click the FILE tab to open Backstage view.
2. Click the Check for Issues button then click Inspect Document to open the Document Inspector.
3. Make sure all check boxes are selected, then click Inspect.
4. Click Remove All next to each category to ensure that sensitive information is removed, then click Close.

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She should then use the other Check for Issues options to ensure that the document is accessible to people with disabilities and that it is compatible with previous versions of Microsoft Word.

POINTS: 1

REFERENCES: Work with Document Properties
Word 40

QUESTION TYPE: Subjective Short Answer

HAS VARIABLES: False

LEARNING OBJECTIVES: ENDW.DUFF.16.051 - Remove document properties

TOPICS: Critical Thinking

DATE CREATED: 2/26/2016 7:45 PM

DATE MODIFIED: 2/26/2016 7:45 PM

55. Megan decides that she wants to protect her document by restricting who can view and edit it. What are two things she can do to protect her document?

ANSWER: Megan can use the Protect Document option on the Info tab in Backstage view to do the following:
1. She can mark the document as final so that it is read-only and cannot be edited.
2. She can encrypt the document so that a password is required to open it

POINTS: 1

REFERENCES: Work with Document Properties
Word 40

QUESTION TYPE: Subjective Short Answer

HAS VARIABLES: False

LEARNING OBJECTIVES: ENDW.DUFF.16.053 - Modify advanced document properties

TOPICS: Critical Thinking

DATE CREATED: 2/26/2016 7:45 PM

DATE MODIFIED: 2/26/2016 7:45 PM

56. Keith wants to use Word to publish an article to the Internet, so that other people can read and respond to it. What steps does he need to take to do this?

ANSWER: Keith should publish his article as an online blog. There are two ways he could do this:

1. He can write the article as a new blog post. He would click New on the FILE tab then double-click Blog post to open a predesigned blog post document. He can write his article in this template, format the article, and add images.

2. He could publish an existing document as a blog by opening the document, clicking the FILE tab, clicking Share, and then clicking Post to Blog.

Either way, he needs to first obtain a blog account with a blog service provider if he does not already have one, and then register his blog account with Word.

POINTS: 1

REFERENCES: Research Information
Word 36

QUESTION TYPE: Subjective Short Answer

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Word 2016 - Module 2: Editing Documents

HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.050 - Find synonyms using the Thesaurus
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:45 PM
DATE MODIFIED: 2/26/2016 7:45 PM

57. Keith decides that he wants to copy some information from another Word document into a paragraph of his article. He also wants to make sure that the text he copies is formatted the same way as the rest of the paragraph, not the way it was formatted in the original document. How can he do this?

ANSWER: Keith should take the following steps:

1. Open both documents.
2. Select the text he wants to copy.
3. Use the Copy button or [Ctrl][C] to copy the selected text to the Clipboard.
4. Switch to the other document by clicking the button for that document on the task bar. Alternatively, he could use the Arrange All button or the View Side by Side button to display both documents at the same time.
5. Place the insertion point in the location where he wants to paste the text.
6. Use the Paste button or [Ctrl][V] to paste the text at the location of the insertion point. He could also click the item on the Office Clipboard to paste the text.
7. Click the Paste Options button, then select the Keep Text Only option to ensure that the formatting of the text is changed to match the rest of the paragraph.

POINTS: 1
REFERENCES: Copy and Paste Text
Word 28
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.047 - Format pasted text with the Paste Options button
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:45 PM
DATE MODIFIED: 2/26/2016 7:45 PM

58. Keith wants to add a hyperlink to the name of a company in his article, so that readers will be directed to that company's Web site when they click the company's name. How does he do this?

ANSWER: Keith should follow these steps:

1. Select the name of the company.
2. Click the INSERT tab, then click the Hyperlink button in the Links group to open the Insert Hyperlink dialog box.
3. Click Existing File or Web Page in the Link to section, type the URL of the company's Web site in the Address text box, then click OK.

POINTS: 1
REFERENCES: Add Hyperlinks
Word 38
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.045 - Insert a hyperlink

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Name:_____ Class:_____ Date:_____

Word 2016 - Module 2: Editing Documents

TOPICS: Critical Thinking
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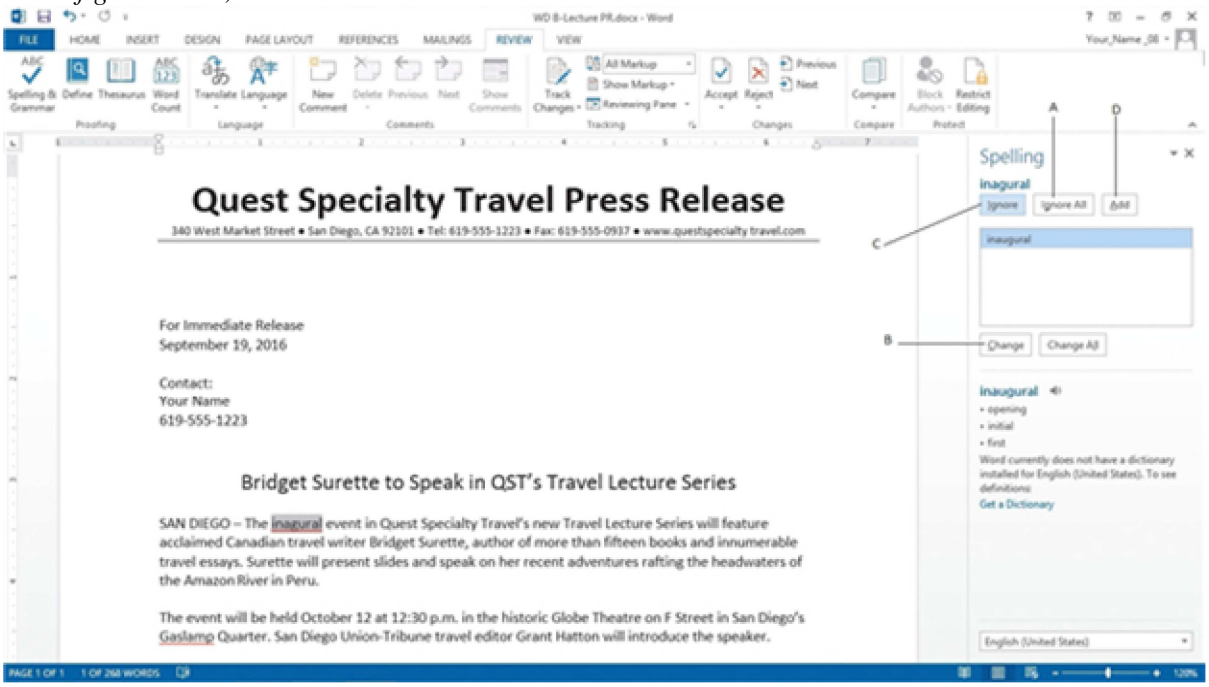
In the figure below, match each label with the statement that best describes it.



REFERENCES: Check Spelling and Grammar
Word 35
QUESTION TYPE: Matching
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.040 - Correct spelling errors
ENDW.DUFF.16.044 - Ignore correctly spelled words
DATE CREATED: 2/26/2016 7:45 PM
DATE MODIFIED: 2/26/2016 7:45 PM

59. Adjusts a misspelled word to be the selected suggestion.
ANSWER: b
POINTS: 1

60. Passes by an occurrence of a given word.
ANSWER: c
POINTS: 1

61. Leaves all occurrences of a word unchanged.
ANSWER: a
POINTS: 1

62. Puts a word in the Word dictionary.
ANSWER: d

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POINTS: 1

63. The "Cut and Paste" option should only be used as a last resort for removing text from location to another.
    a. True
    b. False

ANSWER: False
POINTS: 1
REFERENCES: Cut and Paste Text
Word 26
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/8/2016 10:08 PM
DATE MODIFIED: 4/8/2016 10:12 PM

64. The function keys are used as keyboard shortcuts.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Cut and Paste Text
Word 27
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/8/2016 10:15 PM
DATE MODIFIED: 4/8/2016 10:16 PM

65. The navigation pane can be used to expedite the insertion point within a document.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Find and Replace Text
Word 33
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/8/2016 10:18 PM
DATE MODIFIED: 4/8/2016 10:19 PM

66. You can fax a document from within Word without registration with a third party fax service.
    a. True
    b. False

ANSWER: False
POINTS: 1

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REFERENCES: Add Hyperlinks
Word 39
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/8/2016 10:20 PM
DATE MODIFIED: 4/8/2016 10:22 PM

67. Add-ins are small programs in Word that allow you to access information on the web without leaving Word.
    a. True
    b. False
ANSWER: True
POINTS: 1
REFERENCES: Research Information
Word 37
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/8/2016 10:23 PM
DATE MODIFIED: 4/8/2016 10:25 PM

68. If you work with a blog, you must work entirely outside of Word.
    a. True
    b. False
ANSWER: False
POINTS: 1
REFERENCES: Research Information
Word 36
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/8/2016 10:26 PM
DATE MODIFIED: 4/8/2016 10:27 PM

69. The Smart Lookup tab is found within the Insights group on the Review tab.
    a. Yes
    b. No
ANSWER: Yes
POINTS: 1
REFERENCES: Check Spelling and Grammar
Word 34
QUESTION TYPE: Yes / No
HAS VARIABLES: False
DATE CREATED: 4/8/2016 10:28 PM
DATE MODIFIED: 4/8/2016 10:30 PM

70. Once an AutoCorrect entry is created, it cannot be undone.

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a. Yes
b. No

ANSWER: No
POINTS: 1
REFERENCES: Check Spelling and Grammar
Word 35
QUESTION TYPE: Yes / No
HAS VARIABLES: False
DATE CREATED: 4/8/2016 10:33 PM
DATE MODIFIED: 4/8/2016 10:34 PM

71. The _____ is helpful to vary your language.
ANSWER: Thesaurus
POINTS: 1
REFERENCES: Research Information
Word 36
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/8/2016 10:35 PM
DATE MODIFIED: 4/8/2016 10:36 PM

72. A _____ is text or a graphic that, when clicked, "jumps" the viewer to a different location or program.
ANSWER: Hyperlink
POINTS: 1
REFERENCES: Add Hyperlinks
Word 38
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/8/2016 10:37 PM
DATE MODIFIED: 4/8/2016 10:42 PM

73. What is the difference between 'copying and pasting' and 'cutting and pasting'?
ANSWER: Cutting removes text from a document while copying does not.
POINTS: 1
REFERENCES: Copy and Paste Text
Word 28
QUESTION TYPE: Objective Short Answer
HAS VARIABLES: False
DATE CREATED: 4/8/2016 10:52 PM
DATE MODIFIED: 4/8/2016 10:53 PM

74. If you want to copy or move items between different parts of a long document it is useful to _____the document in order to see the origin and destination on the screen simultaneously.
ANSWER: Split

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Word 2016 - Module 2: Editing Documents

POINTS: 1
REFERENCES: Copy and Paste Text
Word 28
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/8/2016 10:54 PM
DATE MODIFIED: 4/8/2016 10:57 PM

75. Document properties are user-defined details about a file that describe its contents and origin.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Work with Document Properties
Word 40
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/8/2016 10:58 PM
DATE MODIFIED: 4/8/2016 11:01 PM

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