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| 1. As you type the body of a letter, Word automatically moves the insertion point to a new line when the current line is full.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | Opening a Page on the Web | |

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| 2. The grammar checker marks grammatical errors with a wavy red line.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | Using the Spelling and Grammar Task Panes | |

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| 3. By default, Word documents include .5-inch margins on all sides of the document.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | Adjusting the Margins | |

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| 4. The PAGE LAYOUT tab displays options for adjusting the margins of your document.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | Creating an Envelope | |

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| 5. To preview the document, click the FILE tab to open Stagefront view and then click the Print tab in the navigation bar.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | Changing the Font and Font Size | |

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| 6. You can add envelopes to existing documents.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | Opening an Existing Document | |

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| 7. The New screen displays a variety of template options.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | Creating an Envelope | |

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| 8. Portrait orientation is the default page orientation for Word documents.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | Changing Page Orientation | |

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| 9. The paragraph mark shows where characters will appear when you start typing. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - insertion point | | *POINTS:* | 1 | | *REFERENCES:* | Changing the Font and Font Size | |

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| 10. To restore your original change, use the Undo button, which reverses the action. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - Redo | | *POINTS:* | 1 | | *REFERENCES:* | Using the Undo and Redo Buttons | |

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| 11. Before typing a document, you should make sure nonprinting characters are displayed.. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | Setting up the Word Window | |

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| 12. To move the insertion point to the end of the document press Ctrl+End. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | Using the Undo and Redo Buttons | |

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| 13. Line spacing is the amount of space that appears between lines of text within a paragraph. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | Adjusting Paragraph and Line Spacing | |

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| 14. To select an entire document, double-click in the white space to the left of the document text. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - triple-click | | *POINTS:* | 1 | | *REFERENCES:* | Adjusting Paragraph and Line Spacing | |

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| 15. Landscape orientation is the default page orientation for Word documents. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - Portrait | | *POINTS:* | 1 | | *REFERENCES:* | Changing Page Orientation | |

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| 16. Blue is the default font color and appears at the top of the Font Color gallery, with “Automatic” next to it. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - Black | | *POINTS:* | 1 | | *REFERENCES:* | Applying Text Effects, Font Colors, and Font Styles | |

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| 17. With center alignment, text is centered between the left and right margins and is ragged along both the left and right margins. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | Aligning Text | |

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| 18. A paragraph border is an outline that appears around one or more paragraphs in a document. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | Adding a Paragraph Border and Shading | |

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| 19. The \_\_\_\_\_\_\_ displays the name of the open file and the program.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | title bar | b. | paragraph mark | |  | c. | status bar | d. | address link |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | Session 1.1 Visual Overview | |

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| 20. In \_\_\_\_\_\_\_ Mode, extra space around the buttons on the ribbon allows your finger to tap the specific button you need.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Tap | b. | Select | |  | c. | Touch | d. | Tactile |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | Starting Word | |

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| 21. Changing the \_\_\_\_\_\_\_ affects only the way the document is displayed on the screen.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | View | b. | Zoom | |  | c. | Layout | d. | Preview |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Setting Up the Word Window | |

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| 22. The main difference among different types of business letters is \_\_\_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | the location of the date | |  | b. | the location of the return address | |  | c. | whether the nonprinting characters are visible | |  | d. | how parts of the letter are indented from the left margin |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | Saving a Document | |

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| 23. To accept an AutoComplete suggestion, press the \_\_\_\_\_\_\_ key.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Esc | b. | Shift | |  | c. | Enter | d. | Ctrl |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | Entering Text | |

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| 24. \_\_\_\_\_\_\_ is a Word feature that automatically inserts the dates and other regularly used items.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | AutoCorrect | b. | AutoComplete | |  | c. | the spelling checker | d. | the grammar checker |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Entering Text | |

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| 25. The letters you type appear at the current location of the \_\_\_\_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | insertion point | b. | nonprinting characters | |  | c. | rulers | d. | scroll bars |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | Entering Text | |

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| 26. In the block style business letter, the inside address appears below the date, with one blank \_\_\_\_\_\_\_ in between.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | space | b. | paragraph | |  | c. | line | d. | document |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Entering Text | |

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| 27. A(n) \_\_\_\_\_\_\_ is text or a graphic you can click to jump to another file or to somewhere else in the same file.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | icon | b. | hyperlink | |  | c. | graphic | d. | insertion |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Entering Text | |

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| 28. Which of the following errors will AutoCorrect catch?   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | "red" for "read" | b. | "your" for "you're" | |  | c. | "teh" for "the" | d. | "their" for "there" |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | Correcting Errors as You Type | |

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| 29. Which keystroke(s) should you use to move the insertion point to the end of the line you are currently on?   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | End | b. | Page Up | |  | c. | Ctrl+Home | d. | Alt+Ctrl+Page |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | Using the Undo and Redo Buttons | |

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| 30. To move the insertion point left or right one character at a time, you would press \_\_\_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | the down or up arrow key | |  | b. | the Home or End key | |  | c. | the left or right arrow key | |  | d. | the Ctrl + right arrow keys or the Ctrl +left arrow keys |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | Using the Undo and Redo Buttons | |

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| 31. To correct an error marked by either the spelling or grammar checker, you can right-click the error, and then select the correct replacement on the \_\_\_\_\_\_\_ menu.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | file | b. | pop-up | |  | c. | insert | d. | shortcut |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | Entering Text | |

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| 32. A wavy \_\_\_\_\_\_\_ line appears if you type a word that is not in the dictionary at all.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | red | b. | green | |  | c. | blue | d. | black |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | Correcting Errors as You Type | |

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| 33. As you continue to add text at the end of a document, the text typed earlier will \_\_\_\_\_\_\_ and disappear from the top of the document window.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | zip | b. | wrap | |  | c. | slip | d. | scroll |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | Correcting Errors as You Type | |

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| 34. Line spacing is the amount of space that appears between lines of text within a \_\_\_\_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | word | b. | sentence | |  | c. | paragraph | d. | fragment |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | Adjusting Paragraph and Line Spacing | |

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| 35. In the \_\_\_\_\_\_\_ group on the HOME tab, you use the Line and Paragraph Spacing button to adjust paragraph and line spacing.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | File | b. | Fonts | |  | c. | Insert | d. | Paragraph |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | Adjusting Paragraph and Line Spacing | |

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| 36. The white space in the left margin is sometimes referred to as the \_\_\_\_\_\_ bar.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | scan | b. | index | |  | c. | baseline | d. | selection |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | Adjusting Paragraph and Line Spacing | |

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| 37. If you press the Shift+Enter keys at the end of a line, this inserts a \_\_\_\_\_\_\_ line break.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | hard | b. | manual | |  | c. | standard | d. | double-space |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Adjusting Paragraph and Line Spacing | |

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| 38. A method for selecting multiple lines of text is to \_\_\_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | double-click the word | |  | b. | click and drag in the white space to the left of the lines | |  | c. | press and hold the Ctrl key, then drag the mouse pointer to select multiple blocks of nonadjacent text | |  | d. | click the beginning of the block, then press and hold down the Alt key until the entire block is selected |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Adjusting Paragraph and Line Spacing | |

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| 39. By default Word documents include \_\_\_\_\_\_\_ margins on all sides of the document.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | .5-inch | b. | 1-inch | |  | c. | 1.5-inch | d. | 2-inch |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Adjusting the Margins | |

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| 40. To be sure the document is ready to print, and to avoid wasting paper and time, you should first review it in \_\_\_\_\_\_\_ view.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | File | b. | Print | |  | c. | Backstage | d. | Page Setup |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | Previewing and Printing a Document | |

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| 41. Preformatted files in Word (e.g., fax cover sheets, memos) are known as \_\_\_\_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | indices | b. | templates | |  | c. | staged documents | d. | default documents |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Creating an Envelope | |

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| 42. You can click the Clear All Formatting button to restore selected text to the \_\_\_\_\_\_\_ font, font size, and color.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | original | b. | default | |  | c. | new | d. | edited |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Changing the Font and Font Size | |

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| 43. A \_\_\_\_\_\_\_ is a set of characters that uses the same typeface.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | font | b. | theme | |  | c. | style | d. | format |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | Session 1.2 Visual Overview | |

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| 44. A(n) \_\_\_\_\_\_\_ is a window that helps you navigate through a complex feature.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | task pane | b. | landscape | |  | c. | portrait | d. | manager |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | Formatting a Document | |

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| 45. To save a document with a new name, click \_\_\_\_\_\_\_ in the navigation bar and enter a new filename.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Save | b. | Copy | |  | c. | Send to | d. | Save As |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | Opening an Existing Document | |

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| 46. Which of the follow is a question to consider when creating effective documents?   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Who is the audience? | b. | What do they know? | |  | c. | What do they need to know? | d. | All of the above |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | Opening an Existing Document | |

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| 47. The \_\_\_\_\_\_\_ group on the HOME tab includes a button for each of the four major types of alignment.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Font | b. | Styles | |  | c. | Editing | d. | Paragraph |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | Aligning Text | |

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| 48. To select the entire document, press \_\_\_\_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Alt+A | b. | Ctrl+A | |  | c. | Shift+A | d. | Alt+Ctrl+A |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Aligning Text | |

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| 49. \_\_\_\_\_\_\_ is background color that you can apply to one or more paragraphs and can be used in conjunction with a border for a more defined effect.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Fill | b. | Shading | |  | c. | Highlight | d. | Paragraph border |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Adding a Paragraph Border and Shading | |

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| 50. To apply an outline to the selected paragraph, use the \_\_\_\_\_\_\_ button in the Paragraph group on the HOME tab.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Fill | b. | Border | |  | c. | Shadow | d. | Outline |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Adding a Paragraph Border and Shading | |

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| 51. To copy formatting from the selected text to other text in the document, use the \_\_\_\_\_\_\_ button.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Copy | b. | Format | |  | c. | Format Painter | d. | Transfer Format |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | Copying Formatting with the Format Painter | |

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| 52. A(n) \_\_\_\_\_\_\_ tab appears on the ribbon only when an object is selected.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | layout | b. | automatic | |  | c. | selection | d. | contextual |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | Working with Pictures | |

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| **Case-Based Critical Thinking Questions**  **Case 1-1**  ​  Gabrielle wants very much to get a job in television. Each day she visits local television station websites and peruses the Help Wanted sections. To her surprise, there is an opening for a production assistant at Channel 30. To apply for the job, applicants must download a form from the Channel 30 website, fill it out, and then email it to the human resources manager. The form is a Microsoft Word 2013 document.  ​  ​ |

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| 53. Anxious to apply, Gabrielle downloads the form and opens it on her computer. In the space allocated for today’s date, Andrea types Janu and then is prompted by \_\_\_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | Spell Check to spell “January” correctly | |  | b. | AutoCorrect to finish typing “January” | |  | c. | AutoComplete to insert the name of the month, January | |  | d. | AutoAdjust to adjust her font size to match the rest of the document |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | Entering Text | | *TOPICS:* | Critical Thinking | |

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| 54. The first part of the form asks applicants to write one paragraph about why they would like to at work Channel 30. Right away, Gabrielle knows what she wants to write; she’s grown up with Channel 30 and has always been impressed by the quality of the news anchors, especially Katie Couric. Each time she types Couric in her response, a red way underline appears beneath it. Gabrielle realizes that \_\_\_\_\_\_\_.  ​   |  |  |  | | --- | --- | --- | |  | a. | she must be spelling “Couric” wrong | |  | b. | Word considers "Couric" to be a misspelled word | |  | c. | the form must be set up so as to discourage applicants from referring to specific Channel 30 employees | |  | d. | the word “Katie” has already been added to the Word dictionary and the red underline is a reminder to add “Katie” to AutoCorrect |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Correcting Errors as You Type | | *TOPICS:* | Critical Thinking | |

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| 55. Gabrielle is very excited and rushing. She continually types “teh” instead of “the.” Fortunately, the \_\_\_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | AutoCorrect feature corrects it automatically | |  | b. | spelling checker corrects it automatically | |  | c. | AutoComplete feature corrects it automatically | |  | d. | grammar checker corrects it automatically |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | Correcting Errors as You Type | | *TOPICS:* | Critical Thinking | |

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| 56. The last part of the form asks applicants to create a bulleted list of their accomplishments. Gabrielle does not like the amount of space the program inserts between the bulleted items each time she presses Enter, so she adjusts the \_\_\_\_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | line spacing | b. | paragraph spacing | |  | c. | word wrap spacing | d. | leading |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Adjusting Paragraph and Line Spacing | | *TOPICS:* | Critical Thinking | |

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| **Case-Based Critical Thinking Questions**  **Case 1-2**  ​  Kade is writing a cover letter that he will send with copies of his resume to different software development firms. Since a cover letter determines the first impression he will make, it has to be flawless. He has finished typing the letter but must stop to go to an evening class. He quickly saves it and exits Word.  ​  ​ |

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| 57. The next day Kade opens the letter in order to proofread it. He realizes that there is some formatting in part of the letter that he would like to use elsewhere in the letter. After using the Format Painter, he wants to turn it off. What key should he press?   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | F4 | b. | Esc | |  | c. | Ctrl | d. | Shift |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Copying Formatting with the Format Painter | | *TOPICS:* | Critical Thinking | |

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| 58. Kade thinks that a photo may help to illustrate a point he is making in the letter about a project on which he has worked. What is the term for the photo he wants to insert into this document?   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Img | b. | Icon | |  | c. | Picture | d. | Graphical unit |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | Working with Pictures | | *TOPICS:* | Critical Thinking | |

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| 59. In his work on the letter, Kade inserts a sentence, then changes his mind and deletes the sentence using the Cut command. He then changes his mind again and \_\_\_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | clicks the Undo button to undo the delete | |  | b. | clicks the Redo button to insert the sentence again | |  | c. | clicks the Restore Text button to insert the picture again | |  | d. | inserts the sentence again using the same method he used to insert it the first time |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | Using the Undo and Redo Buttons | | *TOPICS:* | Critical Thinking | |

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| 60. Kade’s dad takes a look at the letter and finds a typo: Kade has misspelled “valedictorian” as “valedictoran.” He wonders why Word did not place a wavy red line underneath the misspelled word. Then he figures out that \_\_\_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | his AutoCorrect feature has been disabled | |  | b. | the incorrect spelling was added to the dictionary | |  | c. | “valedictoran” was not added to his AutoCorrect list | |  | d. | the Correct spelling as you type check box is not checked in the Word Options dialog box |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Correcting Errors as You Type | | *TOPICS:* | Critical Thinking | |

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| 61. Kade’s dad suggests that Kade also check the cover letter for grammatical errors. Kade notices that he typed “you’re” instead of “your,” so the word is underlined with \_\_\_\_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | a blue wavy line | b. | a black wavy line | |  | c. | a green wavy line | d. | an orange wavy line |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | Correcting Errors as You Type | | *TOPICS:* | Critical Thinking | |

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| 62. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ allow you to change the way the document is displayed.   |  |  | | --- | --- | | *ANSWER:* | View buttons | | *POINTS:* | 1 | | *REFERENCES:* | Setting Up the Word Window | |

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| 63. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ automatically corrects common typing errors.   |  |  | | --- | --- | | *ANSWER:* | AutoCorrect | | *POINTS:* | 1 | | *REFERENCES:* | Correcting Errors as You Type | |

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| 64. The Ctrl+Right Arrow keystroke moves the insertion point right one \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at a time.   |  |  | | --- | --- | | *ANSWER:* | word | | *POINTS:* | 1 | | *REFERENCES:* | Using the Undo and Redo Buttons | |

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| 65. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ feature capitalizes the first letter of a sentence automatically.   |  |  | | --- | --- | | *ANSWER:* | AutoCorrect | | *POINTS:* | 1 | | *REFERENCES:* | Correcting Errors as You Type | |

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| 66. Line spacing determines the amount of space between lines within a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | paragraph | | *POINTS:* | 1 | | *REFERENCES:* | Adjusting Paragraph and Line Spacing | |

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| 67. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the white space to the left of the document text to select an entire document.   |  |  | | --- | --- | | *ANSWER:* | Triple-click | | *POINTS:* | 1 | | *REFERENCES:* | Adjusting Paragraph and Line Spacing | |

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| 68. On the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ruler the 0-inch mark is like the origin on a number line.   |  |  | | --- | --- | | *ANSWER:* | horizontal | | *POINTS:* | 1 | | *REFERENCES:* | Adjusting the Margins | |

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| 69. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ orientation is the default orientation for Word documents.   |  |  | | --- | --- | | *ANSWER:* | Portrait | | *POINTS:* | 1 | | *REFERENCES:* | Changing the Font and Font Size | |

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| 70. To verify that the pointer is located at the beginning of the document, press the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ keys.   |  |  | | --- | --- | | *ANSWER:* | Ctrl + Home | | *POINTS:* | 1 | | *REFERENCES:* | Changing the Font and Font Size | |

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| 71. With \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ alignment the text is aligned along the right margin and is ragged along the left margin.   |  |  | | --- | --- | | *ANSWER:* | right | | *POINTS:* | 1 | | *REFERENCES:* | Alignment Text | |

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| 72. A paragraph \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is an outline that appears around one or more paragraphs in a document.   |  |  | | --- | --- | | *ANSWER:* | border | | *POINTS:* | 1 | | *REFERENCES:* | Adding a Paragraph Border and Shading | |

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| 73. You will use the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ button in the Clipboard group on the HOME tab to copy a format from selected text to other text.   |  |  | | --- | --- | | *ANSWER:* | Format Painter | | *POINTS:* | 1 | | *REFERENCES:* | Copying Formatting with the Format Painter | |

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| 74. To work with a photo or other type of picture in a document, you first need to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ it.   |  |  | | --- | --- | | *ANSWER:* | select | | *POINTS:* | 1 | | *REFERENCES:* | Working with Pictures | |

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| 75. Discuss the use of color and special effects in formal documents.   |  |  | | --- | --- | | *ANSWER:* | In more formal documents, use color and special effects sparingly. The goal of letters, reports, and many other types of documents is to convey important information, not to dazzle the reader with fancy fonts and colors. Such elements only serve to distract the reader from your main point. In formal documents, it’s a good idea to limit the number of colors to two and to stick with left alignment for text. In a document like a flyer, for example, you have a little more leeway because the goal of the document is to attract attention. However, you still want it to look professional. | | *POINTS:* | 1 | | *REFERENCES:* | Copying Formatting with the Format Painter | | *TOPICS:* | Critical Thinking | |