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| 1. The default view in Word is \_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Print Layout view | b. | Headline view | |  | c. | Web Layout view | d. | Outline view |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | WD 3 Project-Flyer with a Picture | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 2. To enter a blank line into a document, press the \_\_\_\_ key without typing any text on the line.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | CTRL | b. | ALT | |  | c. | ENTER | d. | ESC |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | WD 5 Entering Text | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 3. Press the ENTER key in all of the following circumstances EXCEPT \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | to insert a blank line into a document | |  | b. | when the insertion point reaches the right margin | |  | c. | to begin a new paragraph | |  | d. | in response to prompts in Word dialog boxes |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | WD 7 Entering Text | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 4. When Word flags a possible spelling or grammar error, it also changes the Spelling and Grammar Check icon to a(n) \_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | black circle | b. | green check mark | |  | c. | X | d. | red check mark |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | WD 8 Entering Text | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 5. If a flagged word is spelled correctly, right-click it and then click \_\_\_\_ on the shortcut menu to instruct Word not to flag future occurrences of the same word in this document.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Not a Mistake | b. | Correct Spelling | |  | c. | Do Not Correct | d. | Ignore All |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | WD 9 Entering Text | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 6. To move left one word with the keyboard, press the \_\_\_\_ key(s).   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | HOME | b. | CTRL+LEFT ARROW | |  | c. | ALT+CTRL+LEFT ARROW | d. | ALT+LEFT ARROW |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | WD 11 Entering Text | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 7. To move to the beginning of a line with the keyboard, press the \_\_\_\_ key(s).   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | LEFT ARROW | b. | CTRL+HOME | |  | c. | HOME | d. | PAGE UP |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | WD 11 Entering Text | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 8. To move to the end of the document, press the \_\_\_\_ key(s).   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | DOWN ARROW | b. | END | |  | c. | CTRL+DOWN ARROW | d. | CTRL+END |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | WD 11 Entering Text | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 9. To move to the right one word, press the \_\_\_\_ key(s).   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | ALT+RIGHT ARROW | b. | F1 | |  | c. | CTRL+RIGHT ARROW | d. | RIGHT ARROW |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | WD 11 Entering Text | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 10. To move up one paragraph, press the \_\_\_\_ key(s).   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | F1 | b. | ALT+UP ARROW | |  | c. | UP ARROW | d. | CTRL+UP ARROW |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | WD 11 Entering Text | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 11. To move down one paragraph, press the \_\_\_\_ key(s).   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | ALT+DOWN ARROW | b. | CTRL+DOWN ARROW | |  | c. | DOWN ARROW | d. | F1 |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | WD 11 Entering Text | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 12. To move to the bottom of a document window, press the \_\_\_\_ key(s).   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | ALT+CTRL+PAGE DOWN | b. | CTRL+PAGE DOWN | |  | c. | ALT+PAGE DOWN | d. | PAGE DOWN |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | WD 11 Entering Text | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 13. To move to the top of a document window, press the \_\_\_\_ key(s).   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | CTRL+PAGE UP | b. | ALT+CTRL+PAGE UP | |  | c. | PAGE UP | d. | ALT+PAGE UP |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | WD 11 Entering Text | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 14. When you use the keyboard to scroll to a different position in the document, the \_\_\_\_ automatically moves when you press the desired keys.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | roster | b. | insertion point | |  | c. | alt tag | d. | smart tag |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | WD 11 Entering Text | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 15. \_\_\_\_ formatting is the process of changing the way letters, numbers, punctuation marks, and symbols appear on the screen and in print.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Document | b. | Character | |  | c. | Paragraph | d. | Object |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | WD 11 Formatting Paragraphs and Characters | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 16. Word includes a variety of document \_\_\_\_ to assist you with coordinating visual elements in a document.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | layouts | b. | formats | |  | c. | themes | d. | graphs |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | WD 12 Formatting Paragraphs and Characters | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 17. The \_\_\_\_, or typeface, defines the appearance and shape of letters, numbers, and special characters.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | font | b. | font size | |  | c. | point | d. | paragraph formatting |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | WD 12 Formatting Paragraphs and Characters | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 18. On most computers, the default font size in Word is \_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | 8 | b. | 11 | |  | c. | 14 | d. | 16 |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | WD 12 Formatting Paragraphs and Characters | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 19. A(n) \_\_\_\_ paragraph is a paragraph that begins with a dot or other symbol.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | headline | b. | centered | |  | c. | bulleted | d. | indexed |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | WD 12 Formatting Paragraphs and Characters | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 20. The file type \_\_\_\_ identifies a Word 2016 document.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | .doc | b. | .docx | |  | c. | .dot | d. | .doct |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | WD 13 Formatting Paragraphs and Characters | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 4/6/2016 9:55 PM | |

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| 21. Which of the following colors suggests neutrality?   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | green | b. | brown | |  | c. | red | d. | gray |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | WD 29 Formatting Paragraphs and Characters | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 22. With more than \_\_\_\_ predefined color schemes, Word provides a simple way to select colors that work well together.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | 15 | b. | 20 | |  | c. | 30 | d. | 40 |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | WD 29 Formatting Paragraphs and Characters | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 23. The default color scheme is called \_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Microsoft | b. | Standard | |  | c. | Calibri | d. | Office |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | WD 29 Formatting Paragraphs and Characters | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 24. To select nonadjacent items, select the first item as usual, press and hold down the \_\_\_\_ key, and then while holding down the key, select the additional items.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | HOME | b. | F1 | |  | c. | CTRL | d. | ALT |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | WD 30 Formatting Paragraphs and Characters | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 25. The small squares and circles around a selected graphic are called \_\_\_\_ handles.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | sizing | b. | shape | |  | c. | base | d. | dimension |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | WD 33 Inserting and Formatting a Picture in a Word Document | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 26. When you click the \_\_\_\_ button for a selected graphic, Word provides options for changing how a graphic is positioned with text in a document.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Layout Options | b. | Image Options | |  | c. | Positioning | d. | Graphic Placement |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | WD 33 Inserting and Formatting a Picture in a Word Document | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 4/6/2016 10:01 PM | |

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| 27. To see the height and width of the currently selected graphic, look in the \_\_\_\_ group on the Picture Tools Format tab.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Measurements | b. | Options | |  | c. | Size | d. | Dimensions |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | WD 35 Inserting and Formatting a Picture in a Word Document | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 28. When you drag a graphic's \_\_\_\_ handle, the graphic moves in either a clockwise or counterclockwise direction.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | turn | b. | rotate | |  | c. | selection | d. | revolution |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | WD 36 Inserting and Formatting a Picture in a Word Document | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 29. To center a page's contents vertically between the top and bottom margins, click the Page Setup Dialog Box Launcher, click the \_\_\_\_ tab, click the vertical alignment box arrow, click Center in the list, and then click the OK button.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Layout | b. | Alignment | |  | c. | Position | d. | Format |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | WD 41 Enhancing the Page | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 4/6/2016 10:02 PM | |

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| 30. \_\_\_\_ are types of changes that occur when text has been omitted from a document and must be inserted later.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Additions | b. | Deletions | |  | c. | Modifications | d. | All of the above |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | WD 43 Correcting Errors and Revising a Document | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 31. Press the \_\_\_\_ key(s) to erase one character to the left of the insertion point.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | CTRL+HOME | b. | DELETE | |  | c. | BACKSPACE | d. | END |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | WD 44 Correcting Errors and Revising a Document | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 32. Press the \_\_\_\_ key(s) to erase one character to the right of the insertion point.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | CTRL+HOME | b. | DELETE | |  | c. | BACKSPACE | d. | END |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | WD 44 Correcting Errors and Revising a Document | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| **Modified Multiple Choice** |

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| 33. In which of the following circumstances should you press the ENTER key?   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | To terminate a short line of text and advance to the next line | b. | To begin a new paragraph |  |  |  | | --- | --- | | *ANSWER:* | a, b | | *POINTS:* | 1 | | *REFERENCES:* | WD 7 Entering Text | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *PREFACE NAME:* | mmc | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 34. The text in a flyer is organized into the following areas: \_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | footer | b. | headline | |  | c. | signature line | d. | body copy |  |  |  | | --- | --- | | *ANSWER:* | b, c, d | | *POINTS:* | 1 | | *REFERENCES:* | WD 10 Entering Text | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *PREFACE NAME:* | mmc | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 4/6/2016 10:02 PM | |

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| 35. Word provides a means of canceling your recent \_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | applications | b. | indices | |  | c. | actions | d. | commands |  |  |  | | --- | --- | | *ANSWER:* | c, d | | *POINTS:* | 1 | | *REFERENCES:* | WD 22 Formatting Paragraphs and Characters | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *PREFACE NAME:* | mmc | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 36. The color orange denotes \_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | success | b. | creativity | |  | c. | victory | d. | harmony |  |  |  | | --- | --- | | *ANSWER:* | a, b, c | | *POINTS:* | 1 | | *REFERENCES:* | WD 29 Formatting Paragraphs and Characters | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *PREFACE NAME:* | mmc | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 37. If Word finds a potential error in a document, a red, green, or blue wavy underline flags the problem.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | WD 4 Entering Text | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 38. A raised dot (·) shows where the ENTER key was pressed.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | WD 5 Entering Text | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 39. Each time the ENTER key is pressed, Word creates a new paragraph.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | WD 7 Entering Text | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 40. Wordwrap forces you to stop typing words and press the ENTER key at the end of each line.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | WD 7 Entering Text | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 41. As you enter text in the Word document window, you must press the ENTER key when the insertion point reaches the right margin.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | WD 7 Entering Text | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 42. A document may wordwrap differently depending on the type of printer being used.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | WD 7 Entering Text | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 43. A flagged word is one that is misspelled.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | WD 8 Entering Text | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 44. To minimize wrist injury, switch frequently among touch gestures, the keyboard, and the mouse.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | WD 11 Formatting Paragraphs and Characters | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 45. Paragraph formatting requires the paragraph to be selected prior to formatting.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | WD 11 Formatting Paragraphs and Characters | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 46. A single point is about 1/12 of an inch in height.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | WD 12 Formatting Paragraphs and Characters | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 47. When shading paragraphs, Word shades from the left margin to the right margin of the current paragraph.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | WD 19 Formatting Paragraphs and Characters | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 48. Word provides an Undo button that can be used to cancel the most recent command or action.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | WD 22 Formatting Paragraphs and Characters | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 49. To reload a picture taken with a digital camera means to copy the digital picture from the camera to your computer.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | WD 31 Inserting and Formatting a Picture in a Word Document | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 50. To zoom a document using a touch screen, repeatedly pinch and stretch in order to change the size of the document in the document window.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | WD 34 Inserting and Formatting a Picture in a Word Document | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 51. Word inserts text to the right of the insertion point.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | WD 43 Correcting Errors and Revising a Document | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 52. A(n) green wavy underline indicates the text may contain a contextual spelling error such as the misuse of homophones. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - blue | | *POINTS:* | 1 | | *REFERENCES:* | WD 8 Entering Text | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 53. The Standard toolbar appears whenever you select text. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - mini toolbar | | *POINTS:* | 1 | | *REFERENCES:* | WD 25 Formatting Paragraphs and Characters | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 54. Word provides more than 25 picture formats -- named groups of formatting characteristics that enable you easily to change a picture’s look to a more visually appealing one. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - styles | | *POINTS:* | 1 | | *REFERENCES:* | WD 36 Inserting and Formatting a Picture in a Word Document | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 55. Among document properties, standard properties include file system properties, such as the date you create or change a file, and statistics, such as the file size. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - automatically updated | | *POINTS:* | 1 | | *REFERENCES:* | WD 42 Enhancing the Page | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 56. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a character that Word displays on the screen but is not visible on a printed document.   |  |  | | --- | --- | | *ANSWER:* | formatting mark nonprinting character | | *POINTS:* | 1 | | *REFERENCES:* | WD 5 Entering Text | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 57. Word automatically corrects misspelled words and displays the corrected word when you press the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or type a punctuation mark.   |  |  | | --- | --- | | *ANSWER:* | SPACEBAR | | *POINTS:* | 1 | | *REFERENCES:* | WD 8 Entering Text | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 58. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ copy in a flyer consists of all text between the headline and the signature line.   |  |  | | --- | --- | | *ANSWER:* | body | | *POINTS:* | 1 | | *REFERENCES:* | WD 10 Entering Text | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 59. Many word processing documents use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ character fonts, where some characters are wider than others.   |  |  | | --- | --- | | *ANSWER:* | variable | | *POINTS:* | 1 | | *REFERENCES:* | WD 12 Formatting Paragraphs and Characters | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 60. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the process of changing the appearance of a paragraph.   |  |  | | --- | --- | | *ANSWER:* | Paragraph formatting | | *POINTS:* | 1 | | *REFERENCES:* | WD 10 Entering Text | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 61. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the process of changing the way characters appear on the screen and in print.   |  |  | | --- | --- | | *ANSWER:* | Character formatting | | *POINTS:* | 1 | | *REFERENCES:* | WD 11 Formatting Paragraphs and Characters | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 62. In Word, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ font usually is Calibri.   |  |  | | --- | --- | | *ANSWER:* | default | | *POINTS:* | 1 | | *REFERENCES:* | WD 12 Formatting Paragraphs and Characters | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 63. When a headline is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, it is positioned horizontally between the left and right margins on the page.   |  |  | | --- | --- | | *ANSWER:* | centered | | *POINTS:* | 1 | | *REFERENCES:* | WD 13 Formatting Paragraphs and Characters | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 64. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ list is a series of paragraphs, each beginning with a dot character.   |  |  | | --- | --- | | *ANSWER:* | bulleted | | *POINTS:* | 1 | | *REFERENCES:* | WD 21 Formatting Paragraphs and Characters | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 65. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ text prints with an underscore below each character.   |  |  | | --- | --- | | *ANSWER:* | Underlined | | *POINTS:* | 1 | | *REFERENCES:* | WD 27 Formatting Paragraphs and Characters | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 66. A selected graphic appears surrounded by a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, which has small squares and circles around its edges.   |  |  | | --- | --- | | *ANSWER:* | selection rectangle | | *POINTS:* | 1 | | *REFERENCES:* | WD 33 Inserting and Formatting a Picture in a Word Document | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 67. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ includes both enlarging and reducing the size of a graphic.   |  |  | | --- | --- | | *ANSWER:* | Resizing | | *POINTS:* | 1 | | *REFERENCES:* | WD 34 Inserting and Formatting a Picture in a Word Document | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 68. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a computer program that can damage files and programs on your computer.   |  |  | | --- | --- | | *ANSWER:* | virus | | *POINTS:* | 1 | | *REFERENCES:* | WD 31 Inserting and Formatting a Picture in a Word Document | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 69. In \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as a character is typed Word inserts the character and moves all the characters to the right of the typed character one position to the right.   |  |  | | --- | --- | | *ANSWER:* | insert mode | | *POINTS:* | 1 | | *REFERENCES:* | WD 44 Correcting Errors and Revising a Document | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 70. The default typing mode in Word is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ mode.   |  |  | | --- | --- | | *ANSWER:* | insert | | *POINTS:* | 1 | | *REFERENCES:* | WD 44 Correcting Errors and Revising a Document | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 71. With \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ editing, you select the text to be moved, then drag the selected item to the new location and then insert it there.   |  |  | | --- | --- | | *ANSWER:* | drag and drop drag-and-drop | | *POINTS:* | 1 | | *REFERENCES:* | WD 44 Correcting Errors and Revising a Document | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| **Critical Thinking Questions Case 1-1** Your colleague Frank is editing a friend's novel in Word. To speed up the process, Frank would like to take advantage of the various techniques available for selecting text, and he asks you for help. |

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| 72. Which of the following techniques will allow Frank to select an entire sentence?   |  |  | | --- | --- | | a. click the sentence | c. press and hold down the CTRL key and then click the sentence | | b. double-click the sentence | d. move the mouse to the left of the sentence and then triple-click |  |  |  | | --- | --- | | *ANSWER:* | C | | *POINTS:* | 1 | | *REFERENCES:* | WD 30 Formatting Paragraphs and Characters | | *QUESTION TYPE:* | Subjective Short Answer | | *HAS VARIABLES:* | False | | *PREFACE NAME:* | case 1-1 | | *TOPICS:* | Critical Thinking | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 73. Frank would like to be able to select a full paragraph. Which of the following techniques will work?   |  |  | | --- | --- | | a. triple-click the paragraph | c. click the paragraph | | b. double-click the paragraph | d. move the mouse to the left of the paragraph and then double-click |  |  |  | | --- | --- | | *ANSWER:* | A | | *POINTS:* | 1 | | *REFERENCES:* | WD 30 Formatting Paragraphs and Characters | | *QUESTION TYPE:* | Subjective Short Answer | | *HAS VARIABLES:* | False | | *PREFACE NAME:* | case 1-1 | | *TOPICS:* | Critical Thinking | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| **Critical Thinking Questions Case 1-2** You have written a novella on your new laptop and now, as you prepare to find a literary agent for your work, you would like to do some formatting of it to make it more appealing to prospective agents. |

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| 74. Which of the following changes you make to your text is an example of paragraph formatting?   |  |  | | --- | --- | | a. underlining the title on the title page | c. putting the title in boldface | | b. italicizing the dedication section on the first page of the text | d. centering all of the lines of text on the title page |  |  |  | | --- | --- | | *ANSWER:* | D | | *POINTS:* | 1 | | *REFERENCES:* | WD 11 Formatting Paragraphs and Characters | | *QUESTION TYPE:* | Subjective Short Answer | | *HAS VARIABLES:* | False | | *PREFACE NAME:* | case 1-2 | | *TOPICS:* | Critical Thinking | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |

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| 75. In your novella, you can change the formatting of all of the following EXCEPT \_\_\_\_.   |  |  | | --- | --- | | a. a question mark | c. the asterisk symbol | | b. paragraph marks | d. the numeral 5 |  |  |  | | --- | --- | | *ANSWER:* | B | | *POINTS:* | 1 | | *REFERENCES:* | WD 11 Formatting Paragraphs and Characters | | *QUESTION TYPE:* | Subjective Short Answer | | *HAS VARIABLES:* | False | | *PREFACE NAME:* | case 1-2 | | *TOPICS:* | Critical Thinking | | *DATE CREATED:* | 2/24/2016 5:17 PM | | *DATE MODIFIED:* | 2/24/2016 5:17 PM | |