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| 1. Pressing DELETE removes the character after the insertion point.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-2 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.3.1.3 - Copy, cut, and paste text. | | *CORPORATE STANDARDS:* | 1820 - Delete text. | | *TOPICS:* | Illustrated series: Understand Word Processing Software | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 9:56 AM | | *DATE MODIFIED:* | 8/30/2019 6:08 AM | |

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| 2. To provide emphasis to text, you can apply bold.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-12 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.3.3.1 - Modify text formatting. | | *CORPORATE STANDARDS:* | 630 - Bold text. | | *TOPICS:* | Illustrated series: Format Text Using the Mini Toolbar and the Ribbon | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 10:04 AM | | *DATE MODIFIED:* | 8/2/2019 12:00 AM | |

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| 3. When you close a document, your work is automatically saved.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-12 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.1.2.2 - Close documents. | | *CORPORATE STANDARDS:* | 1201 - Close a document. | | *TOPICS:* | Illustrated series: Format Text Using the Mini Toolbar and the Ribbon | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 10:11 AM | | *DATE MODIFIED:* | 8/27/2019 2:28 AM | |

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| 4. You can use Page Width view to resize a document to fit the width of the window.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-14 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.2.5.1 - Change document views. | | *CORPORATE STANDARDS:* | 4362 - Switch to Page Width view. | | *TOPICS:* | Illustrated series: View and Navigate a Document | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 10:14 AM | | *DATE MODIFIED:* | 8/2/2019 12:05 AM | |

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| 5. To remove the spelling change indicator under a word, you must accept the suggested change.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-7 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.3.2.2 - Correct spelling and grammar. | | *CORPORATE STANDARDS:* | 2357 - Ignore suggested spelling change. | | *TOPICS:* | Illustrated series: Start a Document | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 10:17 AM | | *DATE MODIFIED:* | 8/27/2019 2:29 AM | |

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| 6. To modify the color palette of a document, you can change the theme colors.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-28 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.2.4.2 - Change document themes. | | *CORPORATE STANDARDS:* | 1059 - Change the theme colors. | | *TOPICS:* | Illustrated series: Apply a Theme | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 10:20 AM | | *DATE MODIFIED:* | 8/2/2019 12:10 AM | |

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| 7. Tom took a photo using his webcam and saved it to his desktop. To insert the file in a Word document, he can use the Online Pictures button.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-26 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.6.1.2 - Insert pictures. | | *CORPORATE STANDARDS:* | 2565 - Insert a picture from a file. | | *TOPICS:* | Illustrated series: Insert a Graphic | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 10:25 AM | | *DATE MODIFIED:* | 6/5/2020 8:46 PM | |

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| 8. When you start Word, the Start screen opens to display options for opening and creating a document.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-4 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.2.1.1 - Create a blank document. | | *CORPORATE STANDARDS:* | 1346 - Create a blank document. | | *TOPICS:* | Illustrated series: Explore the Word Window | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 10:28 AM | | *DATE MODIFIED:* | 6/27/2020 1:01 PM | |

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| 9. Press CTRL+W to save the document.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-8 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.2.7.1 - Save a document. | | *CORPORATE STANDARDS:* | 3641 - Save a document. | | *TOPICS:* | Illustrated series: Save a Document | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 10:32 AM | | *DATE MODIFIED:* | 8/27/2019 2:38 AM | |

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| 10. Alejandro needs text to appear as if it were written in cursive. He can change the font of the desired text to achieve this.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-12 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.3.3.1 - Modify text formatting. | | *CORPORATE STANDARDS:* | 856 - Change the font. | | *TOPICS:* | Illustrated series: Format Text Using the Mini Toolbar and the Ribbon | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 10:37 AM | | *DATE MODIFIED:* | 8/27/2019 2:40 AM | |

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| 11. When you click the File tab and then click Print, Word immediately sends the document to the printer.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-12 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.2.6.2 - Print all and part of a document. | | *CORPORATE STANDARDS:* | 3185 - Print a document. | | *TOPICS:* | Illustrated series: Format Text Using the Mini Toolbar and the Ribbon | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 10:41 AM | | *DATE MODIFIED:* | 6/27/2020 1:03 PM | |

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| 12. After using the Undo button to delete a word, you can click the Redo button to reverse the action and restore the word in the document.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-10 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.2.9.1 - Undo and redo actions. | | *CORPORATE STANDARDS:* | 3233 - Redo an action. | | *TOPICS:* | Illustrated series: Select Text | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 9:43 PM | | *DATE MODIFIED:* | 6/5/2020 8:53 PM | |

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| 13. After using the Undo button to delete a word, you can click the Redo button to reverse the action and restore the word in the document.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-8 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.3.1.3 - Copy, cut, and paste text. | | *CORPORATE STANDARDS:* | 3148 - Paste text. | | *TOPICS:* | Illustrated series: Save a Document | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 10:49 AM | | *DATE MODIFIED:* | 6/5/2020 8:54 PM | |

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| 14. If Word suggests a grammar change that you do not want, you can ignore the change.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-7 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.3.2.2 - Correct spelling and grammar. | | *CORPORATE STANDARDS:* | 2353 - Ignore suggested grammar change. | | *TOPICS:* | Illustrated series: Start a Document | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 10:52 AM | | *DATE MODIFIED:* | 8/2/2019 12:28 AM | |

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| 15. Karen needs to add a shadow to a picture. She can do this by compressing the picture.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-26 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.6.2.2 - Apply artistic and picture effects. | | *CORPORATE STANDARDS:* | 439 - Apply a picture effect. | | *TOPICS:* | Illustrated series: Insert a Graphic | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 10:55 AM | | *DATE MODIFIED:* | 8/27/2019 2:44 AM | |

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| 16. Click Save As in the File tab to save a document with a new name.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-8 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.2.7.1 - Save a document. | | *CORPORATE STANDARDS:* | 3640 - Save a document with a new name. | | *TOPICS:* | Illustrated series: Save a Document | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/28/2019 3:09 AM | | *DATE MODIFIED:* | 8/28/2019 3:11 AM | |

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| 17. To copy text, select the text, press and hold the mouse button, then drag the text to a new location.   |  |  | | --- | --- | | *ANSWER:* | False - move  False - Move  False - MOVE | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-16 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.3.1.6 - Move text using drag and drop. | | *CORPORATE STANDARDS:* | 2972 - Move text. | | *TOPICS:* | Illustrated series: Understand Word Processing Software | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 11:03 AM | | *DATE MODIFIED:* | 6/5/2020 9:29 PM | |

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| 18. The Word Start screen displays a list of recently opened documents and a gallery of templates for creating a new document.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-4 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.1.1.1 - Open Word. | | *CORPORATE STANDARDS:* | 4313 - Start Word. | | *TOPICS:* | Illustrated series: Explore the Word Window | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/27/2019 2:54 AM | | *DATE MODIFIED:* | 6/27/2020 1:04 PM | |

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| 19. After you start Word and open a blank document, the entry point indicates where text appears when you type in the document window.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-4 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.3.1.1 - Insert text. | | *CORPORATE STANDARDS:* | 2087 - Enter text. | | *TOPICS:* | Illustrated series: Explore the Word Window | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/27/2019 3:20 AM | | *DATE MODIFIED:* | 6/27/2020 1:04 PM | |

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| 20. To change the document margins, you can click the Margins button and then click Custom Margins.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-22 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.2.4.1 - Modify page setup. | | *CORPORATE STANDARDS:* | 894 - Change the margins. | | *TOPICS:* | Illustrated series: Set Document Margins | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/27/2019 3:26 AM | | *DATE MODIFIED:* | 6/27/2020 1:05 PM | |

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| 21. You can use the Mini toolbar to apply bullets to paragraphs.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-13 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.4.3.1 - Create numbered and bulleted lists. | | *CORPORATE STANDARDS:* | 527 - Apply bullets to paragraphs. | | *TOPICS:* | Illustrated series: Format Text Using the Mini Toolbar and the Ribbon | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/27/2019 3:33 AM | | *DATE MODIFIED:* | 8/27/2019 3:40 AM | |

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| 22. You click the Exit button on the title bar to exit Word.   |  |  | | --- | --- | | *ANSWER:* | False - close  False - Close  False - CLOSE | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-4 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.1.1.2 - Close Word. | | *CORPORATE STANDARDS:* | 2098 - Exit Word. | | *TOPICS:* | Illustrated series: Apply a Theme | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 11:26 AM | | *DATE MODIFIED:* | 6/5/2020 9:31 PM | |

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| 23. Use ALT to select multiple nonadjacent headings in a document.   |  |  | | --- | --- | | *ANSWER:* | False - CTRL  False - ctrl  False - Control  False - control  False - CONTROL | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-10 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.2.2.2 - Select text. | | *CORPORATE STANDARDS:* | 3769 - Select nonadjacent text. | | *TOPICS:* | Illustrated series: Select Text | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 11:36 AM | | *DATE MODIFIED:* | 8/27/2019 3:45 AM | |

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| 24. Center text to add a line below the text.   |  |  | | --- | --- | | *ANSWER:* | False - Underline  False - underline  False - UNDERLINE | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-12 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.3.3.1 - Modify text formatting. | | *CORPORATE STANDARDS:* | 4417 - Underline text. | | *TOPICS:* | Illustrated series: Format Text Using the Mini Toolbar and the Ribbon | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 11:43 AM | | *DATE MODIFIED:* | 6/5/2020 9:32 PM | |

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| 25. Resize a picture proportionally by dragging a top sizing handle.   |  |  | | --- | --- | | *ANSWER:* | False - corner  False - Corner  False - CORNER | | *POINTS:* | 1 | | *DIFFICULTY:* | ILWD 1-26 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.6.2.3 - Format objects. | | *CORPORATE STANDARDS:* | 3409 - Resize a picture proportionally. | | *TOPICS:* | Illustrated series: Insert a Graphic | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 11:48 AM | | *DATE MODIFIED:* | 8/2/2019 12:51 AM | |

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| 26. Which of the following window elements displays the left and right document margins?   |  |  |  | | --- | --- | --- | |  | a. | horizontal scroll bars | |  | b. | Zoom slider | |  | c. | horizontal ruler | |  | d. | vertical ruler |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-4 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.2.4.1 - Modify page setup. | | *CORPORATE STANDARDS:* | 4225 - Show or hide the rulers. | | *TOPICS:* | Illustrated series: Explore the Word Window | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 11:57 AM | | *DATE MODIFIED:* | 6/27/2020 1:07 PM | |

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| 27. Which of the following do you do to select text?   |  |  |  | | --- | --- | --- | |  | a. | press CTRL+T | |  | b. | click and drag across the desired text | |  | c. | right-click and drag across the desired text | |  | d. | press CTRL+S |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.2.2.2 - Select text. | | *CORPORATE STANDARDS:* | 3776 - Select text. | | *TOPICS:* | Illustrated series: Select Text | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 12:01 PM | | *DATE MODIFIED:* | 8/2/2019 12:55 AM | |

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| 28. Julia noticed that she accidentally used the word "then" instead of "than" in a sentence. Word identified the grammar error with a blue double underline. To correct the  error, she can do which of the following?   |  |  |  | | --- | --- | --- | |  | a. | Accept the suggested grammar change. | |  | b. | Ignore the suggested grammar change. | |  | c. | Delete the word "then." | |  | d. | Change the grammar settings. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-7 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.3.2.2 - Correct spelling and grammar. | | *CORPORATE STANDARDS:* | 5 - Accept suggested grammar change. | | *TOPICS:* | Illustrated series: Start a Document | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 12:08 PM | | *DATE MODIFIED:* | 6/5/2020 8:47 PM | |

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| 29. To select a paragraph, do which of the following?   |  |  |  | | --- | --- | --- | |  | a. | Place the insertion point within the paragraph and press ALT+A. | |  | b. | Double click the desired paragraph. | |  | c. | Place the insertion point within the paragraph and press CTRL+A. | |  | d. | Triple click the desired paragraph. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-24 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.2.2.2 - Select text. | | *CORPORATE STANDARDS:* | 3714 - Select a paragraph. | | *TOPICS:* | Illustrated series: Add Bullets and Numbering | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 12:17 PM | | *DATE MODIFIED:* | 8/2/2019 12:59 AM | |

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| 30. When a red wavy line appears below a word, which of the following methods do you use to accept a spelling change?   |  |  |  | | --- | --- | --- | |  | a. | Right-click the misspelled word, then select a correction option. | |  | b. | Press ENTER. | |  | c. | Right-click the misspelled word, then select Ignore. | |  | d. | Press TAB. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-7 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.3.2.2 - Correct spelling and grammar. | | *CORPORATE STANDARDS:* | 9 - Accept suggested spelling change. | | *TOPICS:* | Illustrated series: Start a Document | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 12:22 PM | | *DATE MODIFIED:* | 6/5/2020 9:34 PM | |

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| 31. Juana needs to open a document. To access the Open dialog box, which tab should she use?   |  |  |  | | --- | --- | --- | |  | a. | Home tab | |  | b. | View tab | |  | c. | File tab | |  | d. | Review tab |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-14 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.1.2.1 - Open documents. | | *CORPORATE STANDARDS:* | 2995 - Open a document. | | *TOPICS:* | Illustrated series: Explore the Word Window | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 1:29 AM | | *DATE MODIFIED:* | 6/5/2020 8:48 PM | |

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| 32. Which of the following do you do to better view small, difficult-to-read text in a document?   |  |  |  | | --- | --- | --- | |  | a. | Select One Page in the window group of the View tab to enlarge the document. | |  | b. | Drag the Zoom slider to enlarge the document. | |  | c. | Use the navigation pane to enlarge the document. | |  | d. | Hold SHIFT and use the scroll wheel to enlarge the document. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-4 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.2.5.2 - Customize views by using zoom settings. | | *CORPORATE STANDARDS:* | 4147 - Set the zoom level. | | *TOPICS:* | Illustrated series: Explore the Word Window | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 1:44 AM | | *DATE MODIFIED:* | 8/2/2019 1:03 AM | |

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| 33. Jane has created a new document and entered some text. What should she do to ensure she does not lose her work?   |  |  |  | | --- | --- | --- | |  | a. | Save the document. | |  | b. | Protect the document. | |  | c. | Inspect the document. | |  | d. | Close the document. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-8 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.2.7.1 - Save a document. | | *CORPORATE STANDARDS:* | 3638 - Save a document for the first time. | | *TOPICS:* | Illustrated series: Save a Document | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 1:49 AM | | *DATE MODIFIED:* | 8/2/2019 1:04 AM | |

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| 34. Brian needs to view the paragraph marks in a document. Which of the following should he do?   |  |  |  | | --- | --- | --- | |  | a. | Enter Web Layout view | |  | b. | Enter Read Mode | |  | c. | Click the checkbox to show Gridlines | |  | d. | Select the Show/Hide ¶ button. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.2.5.6 - Show and hide formatting. | | *CORPORATE STANDARDS:* | 4193 - Show or hide formatting marks. | | *TOPICS:* | Illustrated series: Select Text | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 1:53 AM | | *DATE MODIFIED:* | 8/27/2019 3:50 AM | |

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| 35. Which of the following is a way to enhance the look of a document?   |  |  |  | | --- | --- | --- | |  | a. | Add a page border. | |  | b. | Split the window. | |  | c. | Add a Title property. | |  | d. | Modify print settings. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-28 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.2.4.8 - Format page background elements. | | *CORPORATE STANDARDS:* | 147 - Add a page border. | | *TOPICS:* | Illustrated series: Apply a Theme | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 2:05 AM | | *DATE MODIFIED:* | 6/5/2020 9:35 PM | |

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| 36. Austin needs to emphasize text by applying a transparent color to the text. Which of the following tools should he use?   |  |  |  | | --- | --- | --- | |  | a. | the Text Highlight Color button | |  | b. | the Theme Effects button | |  | c. | the Font Color button | |  | d. | the Colors button |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-16 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.3.3.1 - Modify text formatting. | | *CORPORATE STANDARDS:* | 2346 - Highlight text. | | *TOPICS:* | Illustrated series: Cut and Paste Text | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 2:13 AM | | *DATE MODIFIED:* | 6/5/2020 9:36 PM | |

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| 37. If you mistakenly undo an action, how do you correct your mistake?   |  |  |  | | --- | --- | --- | |  | a. | Click the Undo button on the Quick Access toolbar. | |  | b. | Press CTRL+R. | |  | c. | Click the Redo button on the Quick Access toolbar. | |  | d. | Press CTRL+Z. |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-17 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.2.9.1 - Undo and redo actions. | | *CORPORATE STANDARDS:* | 3233 - Redo an action. | | *TOPICS:* | Illustrated series: Select Text | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 2:17 AM | | *DATE MODIFIED:* | 6/5/2020 8:50 PM | |

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| 38. Kate needs to insert 10 text boxes in a document. After inserting the first text box, how can she easily repeat the action nine more times?   |  |  |  | | --- | --- | --- | |  | a. | Right-click the text box border and select Repeat nine times. | |  | b. | Click the Repeat button nine times. | |  | c. | Cut the text box and then paste it. | |  | d. | Press CTRL+R nine times. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-17 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.2.9.1 - Undo and redo actions. | | *CORPORATE STANDARDS:* | 3348 - Repeat an action. | | *TOPICS:* | Illustrated series: Cut and Paste Text | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 2:22 AM | | *DATE MODIFIED:* | 6/5/2020 8:51 PM | |

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| 39. Dan needs to view his document as it will appear after being printed. Which view should he use?   |  |  |  | | --- | --- | --- | |  | a. | Read Mode | |  | b. | Print Layout | |  | c. | Web Layout | |  | d. | Outline View |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-15 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.2.5.1 - Change document views. | | *CORPORATE STANDARDS:* | 4365 - Switch to Print Layout. | | *TOPICS:* | Illustrated series: View and Navigate a Document | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 2:25 AM | | *DATE MODIFIED:* | 8/2/2019 1:13 AM | |

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| 40. Rihanna wants to display document text so that it is easy to read on screen. Which of the following views should she use?   |  |  |  | | --- | --- | --- | |  | a. | Read Mode | |  | b. | Print Layout | |  | c. | Web Layout | |  | d. | Outline View |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-15 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.2.5.1 - Change document views. | | *CORPORATE STANDARDS:* | 4367 - Switch to Read Mode. | | *TOPICS:* | Illustrated series: View and Navigate a Document | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 2:32 AM | | *DATE MODIFIED:* | 6/5/2020 9:37 PM | |

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| 41. Jessica encounters text in a document that appears blue and underlined. When she presses CTRL and clicks the text, she is taken to a website. She wants the text to appear and behave like normal text. Which of the following should she do?   |  |  |  | | --- | --- | --- | |  | a. | Right-click the text and select Remove Hyperlink. | |  | b. | Change the font color and remove the underline using buttons in the Font group of the Home tab. | |  | c. | Delete the text and then retype it. | |  | d. | Leave the text as is; it will appear normal when the document is printed. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.2.3.2 - Manage hyperlinks. | | *CORPORATE STANDARDS:* | 3276 - Remove a hyperlink. | | *TOPICS:* | Illustrated series: Select Text | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 2:36 AM | | *DATE MODIFIED:* | 8/2/2019 1:16 AM | |

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| 42. File details such as the document title and author name are called \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | Backstage details | |  | b. | user descriptions | |  | c. | user-defined fields | |  | d. | document properties |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-14 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.2.5.5 - Manage document properties. | | *CORPORATE STANDARDS:* | 2014 - Edit document properties. | | *TOPICS:* | Illustrated series: View and Navigate a Document | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 2:40 AM | | *DATE MODIFIED:* | 6/27/2020 1:08 PM | |

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| 43. Which of the following is a text effect you can select from the Text Effects and Typography gallery?   |  |  |  | | --- | --- | --- | |  | a. | Outline | |  | b. | Bold | |  | c. | Highlight | |  | d. | Font Color |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-21 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.3.3.1 - Modify text formatting. | | *CORPORATE STANDARDS:* | 453 - Apply a preset text effect. | | *TOPICS:* | Illustrated series: Format with Fonts | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 2:46 AM | | *DATE MODIFIED:* | 6/27/2020 1:09 PM | |

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| 44. Susan typed a long title using lowercase text, but needs to change the title to uppercase text. Which of the following is the best way to change the title?   |  |  |  | | --- | --- | --- | |  | a. | Delete the text and retype it using all uppercase. | |  | b. | Select the text, click the Change Case button in the Font group, then select UPPERCASE. | |  | c. | Change the font to a font that only has uppercase letters. | |  | d. | Select the text, then press the Bold button in the Font group. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.3.3.1 - Modify text formatting. | | *CORPORATE STANDARDS:* | 767 - Change the case. | | *TOPICS:* | Illustrated series: Format Text Using the Mini Toolbar and the Ribbon | | *KEYWORDS:* | Bloom's: Analyze | | *DATE CREATED:* | 7/31/2019 2:50 AM | | *DATE MODIFIED:* | 6/5/2020 9:39 PM | |

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| 45. Which of the following should Tim use to italicize text?   |  |  |  | | --- | --- | --- | |  | a. | Italic button on the Mini toolbar | |  | b. | Text Effects and Typography button | |  | c. | Font arrow on the Home tab | |  | d. | Clear button on the Mini toolbar |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.3.3.1 - Modify text formatting. | | *CORPORATE STANDARDS:* | 2759 - Italicize text. | | *TOPICS:* | Illustrated series: Format Text Using the Mini Toolbar and the Ribbon | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 3:07 AM | | *DATE MODIFIED:* | 6/27/2020 1:10 PM | |

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| 46. Jared wants to add space between each line of text in a paragraph. Which of the following is the best method to use for this action?   |  |  |  | | --- | --- | --- | |  | a. | Drag the Zoom slider to increase the line spacing. | |  | b. | Press ENTER at the end of each line to add space between lines. | |  | c. | Click the Line and Paragraph Spacing button in the Paragraph group, then select the desired amount of spacing. | |  | d. | Open the Paragraph dialog box and increase the value in the After box. |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-22 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.3.3.4 - Alter line and paragraph spacing and indentation. | | *CORPORATE STANDARDS:* | 930 - Change the paragraph spacing. | | *TOPICS:* | Illustrated series: Set Document Margins | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 3:15 AM | | *DATE MODIFIED:* | 6/5/2020 9:40 PM | |

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| 47. Which of the following is a way to format a paragraph?   |  |  |  | | --- | --- | --- | |  | a. | Screenshot | |  | b. | Footnote | |  | c. | Header | |  | d. | Shading |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-2 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.3.3.1 - Modify text formatting. | | *CORPORATE STANDARDS:* | 541 - Apply shading to text. | | *TOPICS:* | Illustrated series: Understand Word Processing Software | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 3:20 AM | | *DATE MODIFIED:* | 6/5/2020 9:42 PM | |

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| 48. Which of the following formatting enhancements can you apply to paragraphs?   |  |  |  | | --- | --- | --- | |  | a. | Shading | |  | b. | Page border | |  | c. | Header | |  | d. | Margins |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-2 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.3.3.1 - Modify text formatting. | | *CORPORATE STANDARDS:* | 541 - Apply shading to text. | | *TOPICS:* | Illustrated series: Understand Word Processing Software | | *KEYWORDS:* | Bloom's: Analyze | | *DATE CREATED:* | 7/31/2019 3:26 AM | | *DATE MODIFIED:* | 6/27/2020 1:11 PM | |

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| 49. Sarah wants to apply a set of effects such as shading, borders, and shadows to a picture. Which of the following can she use to do this?   |  |  |  | | --- | --- | --- | |  | a. | Apply a Picture Style. | |  | b. | Change the Theme Effects. | |  | c. | Apply an Artistic Effect. | |  | d. | Apply a Correction. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-27 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.6.2.5 - Apply styles to objects. | | *CORPORATE STANDARDS:* | 446 - Apply a picture style. | | *TOPICS:* | Illustrated series: Insert a Graphic | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 3:31 AM | | *DATE MODIFIED:* | 6/5/2020 9:43 PM | |

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| 50. Terri needs each word in a paragraph to be capitalized. Which of the following is the simplest method to achieve this?   |  |  |  | | --- | --- | --- | |  | a. | Delete the first character of each word and retype it as a capital letter. | |  | b. | Change the font size. | |  | c. | Click the Text Effects and Typography button and select the desired option. | |  | d. | Click the Change Case button and select Capitalize Each Word. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.3.3.1 - Modify text formatting. | | *CORPORATE STANDARDS:* | 767 - Change the case. | | *TOPICS:* | Illustrated series: Format Text Using the Mini Toolbar and the Ribbon | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 3:35 AM | | *DATE MODIFIED:* | 6/5/2020 9:45 PM | |

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| 51. Which of the following do you use to change the document margins?   |  |  |  | | --- | --- | --- | |  | a. | Use the Orientation button in the Page Setup group of the Layout tab to select the desired option. | |  | b. | Use the Margins button in the Page Setup group of the Layout tab to select the desired option. | |  | c. | Use the Size button in the Page Setup group of the Layout tab to select the desired option. | |  | d. | Use the Columns button in the Page Setup group of the Layout tab to select the desired option. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-22 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.2.4.1 - Modify page setup. | | *CORPORATE STANDARDS:* | 894 - Change the margins. | | *TOPICS:* | Illustrated series: Set Document Margins | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 3:43 AM | | *DATE MODIFIED:* | 8/2/2019 1:47 AM | |

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| 52. The \_\_\_\_\_ show the document margins.   |  |  |  | | --- | --- | --- | |  | a. | scroll bars | |  | b. | Zoom slide | |  | c. | status bar | |  | d. | rulers |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-4 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.2.4.1 - Modify page setup. | | *CORPORATE STANDARDS:* | 4225 - Show or hide the rulers. | | *TOPICS:* | Illustrated series: Explore the Word Window | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 4:15 AM | | *DATE MODIFIED:* | 6/5/2020 9:47 PM | |

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| 53. How can you add a drop shadow to a picture?   |  |  |  | | --- | --- | --- | |  | a. | Apply a Picture Effect. | |  | b. | Apply a Picture Border. | |  | c. | Change the Picture Layout. | |  | d. | Apply an Artistic Effect. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-26 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.6.2.2 - Apply artistic and picture effects. | | *CORPORATE STANDARDS:* | 439 - Apply a picture effect. | | *TOPICS:* | Illustrated series: Insert a Graphic | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 4:19 AM | | *DATE MODIFIED:* | 6/27/2020 1:12 PM | |

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| 54. What can you use to enlarge the document in the document window so you can focus on a detail?   |  |  |  | | --- | --- | --- | |  | a. | Scroll arrows | |  | b. | Zoom slider | |  | c. | Print Layout button | |  | d. | rulers |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-4 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.4.4.3 - Increase and decrease list levels. | | *CORPORATE STANDARDS:* | 4147 - Set the zoom level. | | *TOPICS:* | Illustrated series: Explore the Word Window | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 4:23 AM | | *DATE MODIFIED:* | 6/27/2020 1:14 PM | |

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| 55. To zoom a document so that you can see the left and right margins, which of the following should you do on the View tab?   |  |  |  | | --- | --- | --- | |  | a. | Click the Page Width button in the Zoom group. | |  | b. | Click the 100% button in the Zoom group. | |  | c. | Click the Side to Side button in the Page Movement group. | |  | d. | Click the Read Mode button in the Views group. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-14 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.2.5.1 - Change document views. | | *CORPORATE STANDARDS:* | 4362 - Switch to Page Width view. | | *TOPICS:* | Illustrated series: View and Navigate a Document | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 4:26 AM | | *DATE MODIFIED:* | 6/5/2020 9:48 PM | |

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| 56. A \_\_\_\_\_ is a set of unified design elements for a document, including colors, fonts, and effects.   |  |  |  | | --- | --- | --- | |  | a. | theme | |  | b. | style | |  | c. | design | |  | d. | property |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-28 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.2.4.2 - Change document themes. | | *CORPORATE STANDARDS:* | 1059 - Change the theme colors. | | *TOPICS:* | Illustrated series: Apply a Theme | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 4:48 AM | | *DATE MODIFIED:* | 6/27/2020 1:15 PM | |

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| 57. Which view most closely resembles how your document will look when printed?   |  |  |  | | --- | --- | --- | |  | a. | Web Layout | |  | b. | Read Mode | |  | c. | Print Layout | |  | d. | Page Layout |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-15 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.2.5.1 - Change document views. | | *CORPORATE STANDARDS:* | 4365 - Switch to Print Layout. | | *TOPICS:* | Illustrated series: View and Navigate a Document | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 6:02 AM | | *DATE MODIFIED:* | 6/5/2020 9:01 PM | |

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| 58. To resize a picture proportionally, which of the following should you do?   |  |  |  | | --- | --- | --- | |  | a. | Drag a corner sizing handle. | |  | b. | Drag the top sizing handle. | |  | c. | Drag the rotate handle. | |  | d. | Drag the entire picture. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-26 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.6.2.3 - Format objects. | | *CORPORATE STANDARDS:* | 3409 - Resize a picture proportionally. | | *TOPICS:* | Illustrated series: Insert a Graphic | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 6:07 AM | | *DATE MODIFIED:* | 6/5/2020 9:55 PM | |

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| 59. Jasmine needs to select the first sentence of a paragraph and the last sentence of a paragraph simultaneously. The text is nonadjacent. Which of the following should she do?   |  |  |  | | --- | --- | --- | |  | a. | Select the first sentence, then press and hold ALT while selecting the second sentence. | |  | b. | Select the first sentence, then press and hold SHIFT while selecting the second sentence. | |  | c. | Select the first sentence, then press and hold SHIFT+ALT while selecting the second sentence. | |  | d. | Select the first sentence, then press and hold CTRL while selecting the second sentence. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.2.2.2 - Select text. | | *CORPORATE STANDARDS:* | 3769 - Select nonadjacent text. | | *TOPICS:* | Illustrated series: Select Text | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 6:12 AM | | *DATE MODIFIED:* | 8/2/2019 2:16 AM | |

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| 60. Which of the following is a document view you an select using a button on the status bar?   |  |  |  | | --- | --- | --- | |  | a. | Share view | |  | b. | Page view | |  | c. | Document Layout view | |  | d. | Web Layout view |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-4 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.8.1.9 - Set paragraph pagination and formatting options. | | *CORPORATE STANDARDS:* | 4377 - Switch to Web Layout view. | | *TOPICS:* | Illustrated series: Explore the Word Window | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 6:16 AM | | *DATE MODIFIED:* | 6/27/2020 1:17 PM | |

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| 61. Joe accidentally deleted a paragraph. Which of the following is the fastest way to restore the paragraph?   |  |  |  | | --- | --- | --- | |  | a. | Undo the action. | |  | b. | Redo the action. | |  | c. | Repeat the action. | |  | d. | Reenter the text manually. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-17 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.2.9.1 - Undo and redo actions. | | *CORPORATE STANDARDS:* | 4423 - Undo an action. | | *TOPICS:* | Illustrated series: Cut and Paste Text | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 6:20 AM | | *DATE MODIFIED:* | 6/5/2020 9:02 PM | |

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| 62. A document contains a list of items that appear in no particular order. Which of the following is the best way to format the list?   |  |  |  | | --- | --- | --- | |  | a. | Apply numbering to the list. | |  | b. | Apply bullets to the list. | |  | c. | Apply multilevel numbering to the list. | |  | d. | Manually enter a ">" character at the beginning of each item in the list. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-24 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.4.3.1 - Create numbered and bulleted lists. | | *CORPORATE STANDARDS:* | 527 - Apply bullets to paragraphs. | | *TOPICS:* | Illustrated series: Format Text Using the Mini Toolbar and the Ribbon | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 6:25 AM | | *DATE MODIFIED:* | 8/2/2019 6:46 AM | |

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| 63. In a formal, professional document, which of the following can you apply to make a word stand out?   |  |  |  | | --- | --- | --- | |  | a. | italic formatting | |  | b. | preset text effect | |  | c. | paragraph style | |  | d. | page border |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.3.3.1 - Modify text formatting. | | *CORPORATE STANDARDS:* | 2759 - Italicize text. | | *TOPICS:* | Illustrated series: Format Text Using the Mini Toolbar and the Ribbon | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 6:29 AM | | *DATE MODIFIED:* | 6/27/2020 1:18 PM | |

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| 64. Karen has a document with a list of five priorities in separate paragraphs. The priorities are listed in order from most important to least important. Which of the following options is the best way to format this list?   |  |  |  | | --- | --- | --- | |  | a. | Bulleted list | |  | b. | Numbered list | |  | c. | Multilevel bulleted list | |  | d. | Paragraph shading |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-13 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.4.3.1 - Create numbered and bulleted lists. | | *CORPORATE STANDARDS:* | 533 - Apply numbering to paragraphs. | | *TOPICS:* | Illustrated series: Format Text Using the Mini Toolbar and the Ribbon | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 6:32 AM | | *DATE MODIFIED:* | 6/5/2020 9:03 PM | |

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| 65. To view the entire page of a document, which of the following should you do?   |  |  |  | | --- | --- | --- | |  | a. | Drag along the vertical ruler. | |  | b. | Reduce the zoom level. | |  | c. | Change the Touch/Mouse mode. | |  | d. | Display Backstage view. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-4 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.2.5.2 - Customize views by using zoom settings. | | *CORPORATE STANDARDS:* | 4147 - Set the zoom level. | | *TOPICS:* | Illustrated series: Explore the Word Window | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 6:36 AM | | *DATE MODIFIED:* | 6/27/2020 1:20 PM | |

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| 66. What are user-defined details about a file that describe its content and origin called?   |  |  |  | | --- | --- | --- | |  | a. | document properties | |  | b. | comments | |  | c. | formatting marks | |  | d. | references |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-14 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.2.5.5 - Manage document properties. | | *CORPORATE STANDARDS:* | 2014 - Edit document properties. | | *TOPICS:* | Illustrated series: View and Navigate a Document | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 6:40 AM | | *DATE MODIFIED:* | 8/2/2019 3:07 AM | |

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| 67. Samantha needs to create a numbered series of paragraphs. Which of the following should she do? Select all that apply.   |  |  |  | | --- | --- | --- | |  | a. | Select the paragraphs, click the Numbering arrow in the Paragraph group, and then click a numbering style. | |  | b. | Select the paragraphs, and then click the Numbering button in the Paragraph group. | |  | c. | Enter ">" and then press SPACEBAR to begin numbering. | |  | d. | Select the paragraphs and then press CTRL+N. |  |  |  | | --- | --- | | *ANSWER:* | a, b | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-13 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.4.3.1 - Create numbered and bulleted lists. | | *CORPORATE STANDARDS:* | 533 - Apply numbering to paragraphs. | | *TOPICS:* | Illustrated series: Format Text Using the Mini Toolbar and the Ribbon | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 6:44 AM | | *DATE MODIFIED:* | 6/5/2020 9:05 PM | |

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| 68. Which of the following describes how to change the font color? Select all that apply.   |  |  |  | | --- | --- | --- | |  | a. | Click the Shading arrow in the Paragraph group, and then click a color. | |  | b. | Click the Font Color button in the Font group. | |  | c. | Click the Design tab, and then click the Fonts button in the Document Formatting group. | |  | d. | Click the Design tab, and then click the Theme Effects button in the Document Formatting group. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-20 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.3.3.1 - Modify text formatting. | | *CORPORATE STANDARDS:* | 840 - Change the font color. | | *TOPICS:* | Illustrated series: Format with Fonts | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 6:52 AM | | *DATE MODIFIED:* | 6/5/2020 9:07 PM | |

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| 69. Tom needs to make the font size of selected text larger. He should do which of the following? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | Change the Zoom level. | |  | b. | Click the Font arrow in the Font group, and then click a font. | |  | c. | Click the Font Size arrow in the Font group, and then click a font size. | |  | d. | Click the Increase Font Size button in the Font group. |  |  |  | | --- | --- | | *ANSWER:* | c, d | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-13 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.3.3.1 - Modify text formatting. | | *CORPORATE STANDARDS:* | 853 - Change the font size. | | *TOPICS:* | Illustrated series: Format Text Using the Mini Toolbar and the Ribbon | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 6:58 AM | | *DATE MODIFIED:* | 6/5/2020 9:12 PM | |

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| 70. Which of the following text formats can you apply using the Mini toolbar? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | Bold | |  | b. | Underline | |  | c. | Text Effects and Typography | |  | d. | Zoom In |  |  |  | | --- | --- | | *ANSWER:* | a, b | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-12 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.3.3.1 - Modify text formatting. | | *CORPORATE STANDARDS:* | 4417 - Underline text. | | *TOPICS:* | Illustrated series: Format Text Using the Mini Toolbar and the Ribbon | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 7:04 AM | | *DATE MODIFIED:* | 6/27/2020 1:21 PM | |

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| 71. To cut a section of text, which of the following do you do? Select all that apply.   |  |  |  | | --- | --- | --- | |  | a. | Press the Cut button in the Clipboard group of the Home tab. | |  | b. | Select the desired text and press CTRL+X. | |  | c. | Select the desired text and press CTRL+C. | |  | d. | Press the Copy button in the Clipboard group of the Home tab. |  |  |  | | --- | --- | | *ANSWER:* | a, b | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-8 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.6.2.11 - Customize SmartArt. | | *CORPORATE STANDARDS:* | 1704 - Cut text. | | *TOPICS:* | Illustrated series: Save a Document | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 7:10 AM | | *DATE MODIFIED:* | 8/2/2019 3:43 AM | |

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| 72. To copy a section of text, which of the following do you do? Select all that apply.   |  |  |  | | --- | --- | --- | |  | a. | Press the Cut button in the Clipboard group of the Home tab. | |  | b. | Select the desired text and press CTRL+X. | |  | c. | Select the desired text and press CTRL+C. | |  | d. | Press the Copy button in the Clipboard group of the Home tab. |  |  |  | | --- | --- | | *ANSWER:* | c, d | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-8 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.3.1.3 - Copy, cut, and paste text. | | *CORPORATE STANDARDS:* | 1337 - Copy text. | | *TOPICS:* | Illustrated series: Save a Document | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 7:15 AM | | *DATE MODIFIED:* | 8/27/2019 4:03 AM | |

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| 73. Jeremy wants to make some text stand out in a document. Which of the following can he do? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | Bold the text. | |  | b. | Decrease the font size. | |  | c. | Apply a text effect. | |  | d. | Italicize the text. |  |  |  | | --- | --- | | *ANSWER:* | a, c, d | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-12 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.3.3.1 - Modify text formatting. | | *CORPORATE STANDARDS:* | 630 - Bold text. | | *TOPICS:* | Illustrated series: Format Text Using the Mini Toolbar and the Ribbon | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 7:28 AM | | *DATE MODIFIED:* | 6/5/2020 9:24 PM | |

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| 74. In which of the following ways can you format a word in a paragraph? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | Change the alignment. | |  | b. | Change the font. | |  | c. | Change the line spacing. | |  | d. | Change the font size. |  |  |  | | --- | --- | | *ANSWER:* | b, d | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-12 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.3.3.1 - Modify text formatting. | | *CORPORATE STANDARDS:* | 856 - Change the font. | | *TOPICS:* | Illustrated series: Format Text Using the Mini Toolbar and the Ribbon | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 7:41 AM | | *DATE MODIFIED:* | 6/5/2020 9:25 PM | |

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| 75. To paste text, which of the following can you do? Select all that apply.   |  |  |  | | --- | --- | --- | |  | a. | Press CTRL+T. | |  | b. | Press CTRL+V. | |  | c. | Press the Replace button in the Editing group of the Home tab. | |  | d. | Press the Paste button in the Clipboard group of the Home tab. |  |  |  | | --- | --- | | *ANSWER:* | b, d | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-8 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.3.1.3 - Copy, cut, and paste text. | | *CORPORATE STANDARDS:* | 3148 - Paste text. | | *TOPICS:* | Illustrated series: Save a Document | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 7:47 AM | | *DATE MODIFIED:* | 8/2/2019 3:52 AM | |

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| 76. To switch between two open windows, do which of the following?   |  |  |  | | --- | --- | --- | |  | a. | Point to the Word icon on the taskbar and then click a document. | |  | b. | Click the Split button on the View tab. | |  | c. | Click the Switch button on the status bar. | |  | d. | Reduce the zoom to display both windows at the same time. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-19 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.7.1.4 - Compare and combine multiple documents. | | *CORPORATE STANDARDS:* | 4333 - Switch document windows. | | *TOPICS:* | Illustrated series: Copy and Paste Text | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 10:24 PM | | *DATE MODIFIED:* | 6/27/2020 1:22 PM | |

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| 77. When you point to a theme in the Themes gallery, a thumbnail of the theme is applied to the document.   |  |  | | --- | --- | | *ANSWER:* | False - preview  False - Preview  False - PREVIEW | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-28 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.2.4.2 - Change document themes. | | *CORPORATE STANDARDS:* | 1082 - Change the theme. | | *TOPICS:* | Illustrated series: Apply a Theme | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 10:36 PM | | *DATE MODIFIED:* | 6/27/2020 1:24 PM | |

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| 78. To quickly change the colors, fonts, and effects in a document, which of the following should be done?   |  |  |  | | --- | --- | --- | |  | a. | Click the Watermark button and select the desired option. | |  | b. | Select a Style from the Styles group. | |  | c. | Click the Themes button and select the desired option. | |  | d. | Click the Page Borders button and select the desired option. |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-28 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.2.4.2 - Change document themes. | | *CORPORATE STANDARDS:* | 1082 - Change the theme. | | *TOPICS:* | Illustrated series: Apply a Theme | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 10:47 PM | | *DATE MODIFIED:* | 8/1/2019 10:51 PM | |

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| 79. If you want to copy or move text between parts of a long document, you can split the document window into two panes.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-18 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.2.5.4 - Split the window. | | *CORPORATE STANDARDS:* | 4302 - Split the Word window. | | *TOPICS:* | Illustrated series: Copy and Paste Text | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/28/2019 3:06 AM | | *DATE MODIFIED:* | 6/27/2020 1:25 PM | |

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| 80. To create two simultaneous views of a document, do which of the following?   |  |  |  | | --- | --- | --- | |  | a. | Click the Split button. | |  | b. | Click the Arrange All button. | |  | c. | Click the Multiple Pages button. | |  | d. | Click the Read Mode button. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-18 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.2.5.4 - Split the window. | | *CORPORATE STANDARDS:* | 4302 - Split the Word window. | | *TOPICS:* | Illustrated series: Copy and Paste Text | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 10:59 PM | | *DATE MODIFIED:* | 8/1/2019 11:54 PM | |

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| 81. Alyssa needs to center the text of a paragraph on the page. Which of the following can she do?   |  |  |  | | --- | --- | --- | |  | a. | Click the Middle button in the Paragraph group. | |  | b. | Click the Center button in the Paragraph group. | |  | c. | Click the Align button in the Paragraph group. | |  | d. | Click the Justify button in the Paragraph group. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-3 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.8.1.9 - Set paragraph pagination and formatting options. | | *CORPORATE STANDARDS:* | 343 - Align a paragraph. | | *TOPICS:* | Illustrated series: Understanding Word Processing Software | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 6/7/2020 3:26 PM | | *DATE MODIFIED:* | 6/7/2020 3:32 PM | |

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| 82. If you want to move a sentence from one paragraph to another paragraph, you can use the Copy and Paste commands.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | ILWD 1-16 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILWD.BESK.20.3.1.3 - Copy, cut, and paste text. | | *CORPORATE STANDARDS:* | 3148 - Paste text. | | *TOPICS:* | Illustrated series: Cut and Paste Text | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 6/9/2020 12:35 PM | | *DATE MODIFIED:* | 6/9/2020 12:38 PM | |