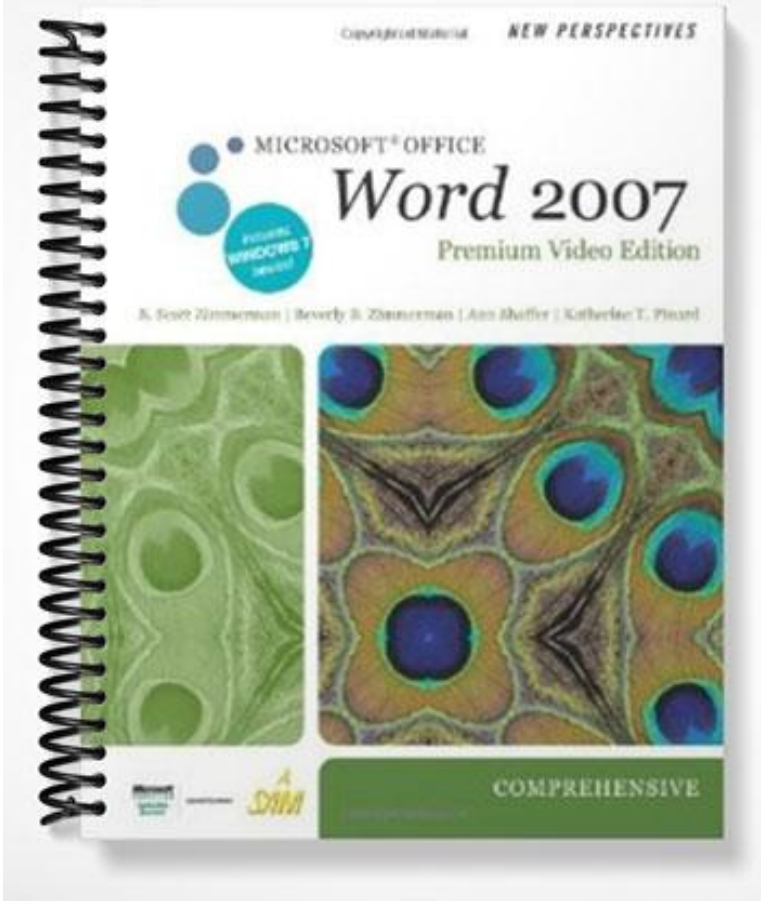
**TEST BANK**


NEW PERSPECTIVES
MICROSOFT® OFFICE
Word 2007
Premium Video Edition
COMPREHENSIVE

# Word Tutorial 2: Editing and Formatting a Document

**TRUE/FALSE**

1. In Word, click the Show/Hide button to display nonprinting characters.

   ANS: T PTS: 1 REF: WD 47

2. Word does not have default setting for font or paragraph settings, so you need to select these upon opening a docum

   ANS: F PTS: 1 REF: WD 47

3. You can save time using the Spelling and Grammar checker since you do not need to proofread your document.

   ANS: F PTS: 1 REF: WD 52

4. One of the most useful features of a word-processing program is the ability to move text.

   ANS: T PTS: 1 REF: WD 54

5. When using drag and drop, the dotted insertion point will let you determine exactly where the text will be inserted.

   ANS: T PTS: 1 REF: WD 54

6. Positioning the pointer over text you have selected to move, the pointer changes from a left-facing arrow to a right-f

   ANS: F PTS: 1 REF: WD 55

7. When you paste an item from the Clipboard into a document, the item remains on the Clipboard so you can paste it
   want.

   ANS: T PTS: 1 REF: WD 57

8. When the Clipboard task pane is not displayed, the Clipboard can hold only one item at a time.

   ANS: T PTS: 1 REF: WD 57

9. In Word, you can search for formatting, such as bold or italics, using the Find and Replace dialog box.

   ANS: T PTS: 1 REF: WD 64

10. If you zoom in to make the text larger and easier to read, you see more of the margin.

    ANS: F PTS: 1 REF: WD 65

11. The Paragraph group on the Home tab includes a button for each of the four major types of alignment.

    ANS: T PTS: 1 REF: WD 69

12. To align a single paragraph, click anywhere in that paragraph and then click the appropriate alignment button.

    ANS: T PTS: 1 REF: WD 69

13. The buttons used to increase or decrease indentions are located on the Home tab.

    ANS: T PTS: 1 REF: WD 71

14. When you double-click the Format Painter button, it stays selected until you click it again.

    ANS: T PTS: 1 REF: WD 73

15. If you click the Format Painter once, the formatting of the paragraph will change to match the paragraph from whic

    ANS: F PTS: 1 REF: WD 74

16. Bulleted lists are usually much easier to read and follow than lists that do not have bullets.

    ANS: T PTS: 1 REF: WD 74

17. You can use squares, circles, or check marks to denote different items in a bulleted list.

    ANS: T PTS: 1 REF: WD 75

18. When using a Numbered list, if you delete a line item, you need to renumber the items.

    ANS: F PTS: 1 REF: WD 76

19. Keyboard shortcuts usually take longer than performing commands by clicking buttons with the mouse.

    ANS: F PTS: 1 REF: WD 79

20. KeyTips are time saving ways to select buttons and keys.

    ANS: T PTS: 1 REF: WD 80

**MODIFIED TRUE/FALSE**

1. To hide the blue space between pages, right-click the blue space. _____

   ANS: F
   double-click
   double click

   PTS: 1 REF: WD 47

2. Word marks possible spelling errors with a green wavy underline. _____

   ANS: F, red

   PTS: 1 REF: WD 50

3. To add an unrecognized word to the dictionary, click the Add to Dictionary button. _____

   ANS: T PTS: 1 REF: WD 50

4. To check spelling errors only, check the Check grammar check box. _____

   ANS: F
   deselect
   do not select
   don't select
   uncheck
   un check
   do not check
   don't check

   PTS: 1 REF: WD 51

5. If you don't want to remove the text from its original location, you can copy it. _____

   ANS: T PTS: 1 REF: WD 57

6. The Clipboard task pane is a special part of the Word window that displays the contents of the clipboard. _____

   ANS: T PTS: 1 REF: WD 57

7. The Clipboard can hold a total of 50 items. _____

   ANS: F
   24
   twenty-four
   twenty four

   PTS: 1 REF: WD 57

8. Replace is used to find a word or phrase in a document and replace it with something else. _____

   ANS: T PTS: 1 REF: WD 61

9. By default, the margins for a Word document are one-half inch on the top, bottom, and sides. _____

   ANS: F
   one inch
   1"
   1 inch

   PTS: 1 REF: WD 64

10. In the Page Layout tab, you can choose from a group of predefined margin settings. _____

    ANS: T PTS: 1 REF: WD 65

11. The Modified toolbar appears when you select text in a document, showing commonly used formatting buttons.

    ANS: F, Mini

    PTS: 1 REF: WD 69

12. The style currently applied to a numbered list is highlighted in orange. _____

ANS: T PTS: 1 REF: WD 76

13. You can save time by using KeyTips, sometimes called access keys. _____

ANS: T PTS: 1 REF: WD 80

14. To hide KeyTips without using them, press the Delete key. _____

ANS: F
Esc
Escape

PTS: 1 REF: WD 80

15. Twenty different themes are included in Word, with each offering a coordinated assortment of fonts, colors, and vis
_____

ANS: T PTS: 1 REF: WD 80

**MATCHING**

*Match the following shortcut keys with their functions.*

a. Ctrl + B
b. Ctrl + I
c. Ctrl + U
d. Ctrl + 1
e. Ctrl + 2
f. Ctrl + A
g. Ctrl + X
h. Ctrl + C
i. Ctrl + V
j. Ctrl + Z
k. Ctrl + Home
l. Ctrl + End

1. Keyboard shortcut used to format underlined text
2. Shortcut to cut text
3. Would result in making highlight text boldface
4. Pastes most recently copied item at location of insertion point
5. Single-spaces lines within paragraph that currently contain insertion point
6. Moves the insertion point to the beginning of the document
7. Keyboard shortcut for italicizing text
8. Use to undo your most recent action
9. Copies selected text to Clipboard
10. Double-spaces lines within paragraph that currently contain insertion point
11. Selects the entire document
12. Moves the insertion point to the end of the document

1. ANS: C PTS: 1 REF: WD 80
2. ANS: G PTS: 1 REF: WD 80
3. ANS: A PTS: 1 REF: WD 79
4. ANS: I PTS: 1 REF: WD 80
5. ANS: D PTS: 1 REF: WD 80
6. ANS: K PTS: 1 REF: WD 83
7. ANS: B PTS: 1 REF: WD 79
8. ANS: J PTS: 1 REF: WD 80
9. ANS: H PTS: 1 REF: WD 80

10. ANS: E PTS: 1 REF: WD 80
11. ANS: F PTS: 1 REF: WD 80
12. ANS: L PTS: 1 REF: WD 52

**MULTIPLE CHOICE**

1. In the Open dialog box, use the Look in arrow to ____.
   a. navigate to a document
   b. save a document
   c. search for text
   d. convert a file

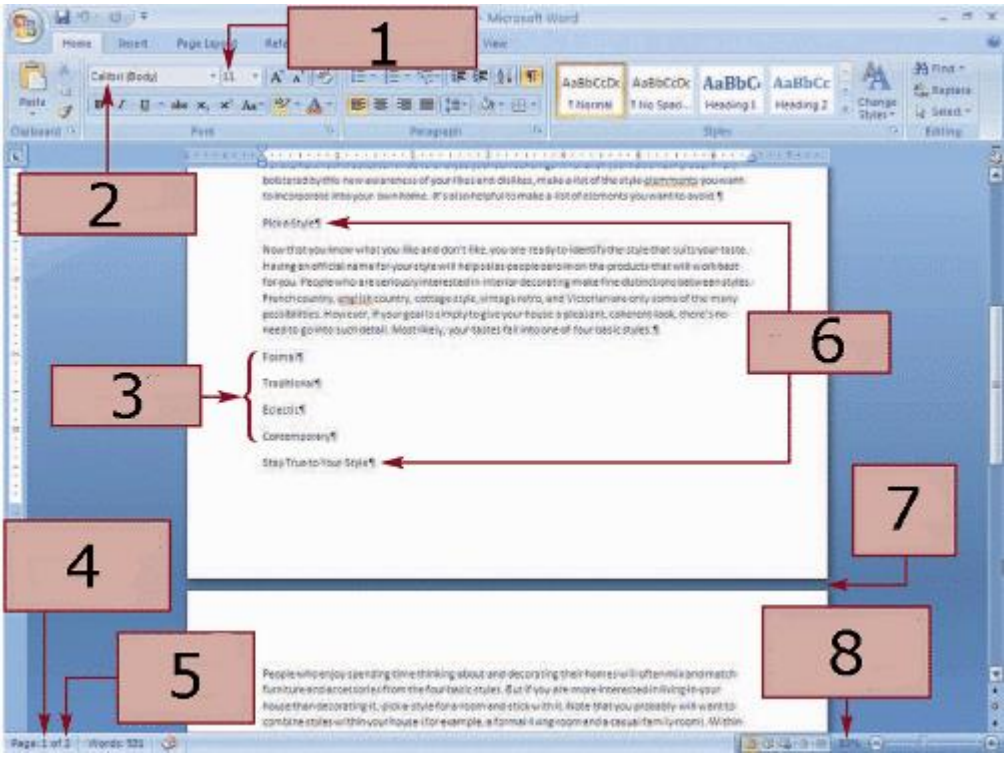
   ANS: A PTS: 1 REF: WD 46

2. When working in Word 2007, files will be saved with a ____ extension.
   a. .pptx
   b. .xlsx
   c. .docs
   d. .docx

   ANS: D PTS: 1 REF: WD 46

3. If rulers are not visible, click the Ruler check box on the ____ tab.
   a. Home
   b. Preview
   c. Display
   d. View

   ANS: D PTS: 1 REF: WD 47




4. In the figure above, Item ____ indicates the font size used for the document.
   a. 1
   b. 2
   c. 5
   d. 8

   ANS: A PTS: 1 REF: WD 47

5. Item 2 in the figure above indicates that Calibri has been chosen for the document's ____.

a. format
b. font size
c. font
d. spacing

ANS: C PTS: 1 REF: WD 47

6. To determine the zoom setting, you would look to Item ____ in the above figure.
a. 1
b. 2
c. 5
d. 8

ANS: D PTS: 1 REF: WD 47

7. The total number of pages in the document is indicated by Item ____ in the above figure.
a. 1
b. 3
c. 5
d. 8

ANS: C PTS: 1 REF: WD 47

8. In the figure above, Item ____ is an example of a list.
a. 3
b. 4
c. 6
d. 7

ANS: A PTS: 1 REF: WD 47

9. The blue space indicated by Item 7 in the above figure ____.
a. indicates a space between pages
b. is a formatting break
c. indicates a formatting error
d. indicates a separate document

ANS: A PTS: 1 REF: WD 47

10. The ____ checks a document word by word for a variety of errors.
a. Review marker
b. Spelling and Grammar checker
c. Format tool
d. Reference checker

ANS: B PTS: 1 REF: WD 50

11. Choosing ____ will skip a currently flagged spelling error but recognize all future instances.
a. Change
b. Skip
c. Ignore Once
d. Ignore All

ANS: C PTS: 1 REF: WD 50

12. The Spelling and Grammar button is located in the ____ group.
a. Proofing
b. References
c. Format
d. Page Layout

ANS: A PTS: 1 REF: WD 50

13. While using the Spelling and Grammar checker, if you type a change directly in a document, click ____ to continue
a. Contine
b. Resume
c. Check More
d. Return to Check

ANS: B PTS: 1 REF: WD 50

14. Proofing tools are located in Word's ____ tab on the Ribbon.
a. Review
b. Insert
c. Home
d. View

ANS: A PTS: 1 REF: WD 50

15. To ensure that Word checks your entire document for errors, it is good practice to ____ before using Spelling and G
    a. close the document
    b. click the Home tab
    c. move the insertion point to the beginning of the document
    d. move the insertion point to the end of the document

    ANS: C PTS: 1 REF: WD 50

16. Even though the Spelling and Grammar Checker is a useful tool, you should ____.
    a. proofread your document for inaccurate phrases
    b. run the Checker more than once
    c. not trust any of the grammar suggestions
    d. not use it to review your document

    ANS: A PTS: 1 REF: WD 52

17. To avoid losing any changes you make to a document, click ____ on the Quick Access Toolbar.
    a. Save
    b. Paste
    c. Copy
    d. Print

    ANS: A PTS: 1 REF: WD 52

18. If you press the ____ keys, the insertion point moves to the end of the document.
    a. Ctrl+Home
    b. Ctrl+End
    c. Shift+Home
    d. Shift+End

    ANS: B PTS: 1 REF: WD 52

19. To select two single words on two separate lines, you can double-click the first word, press and hold the ____ key, a word.
    a. Shift
    b. Ctrl
    c. Enter
    d. Tab

    ANS: B PTS: 1 REF: WD 53

20. If the words “jury” and “rest” are both highlighted, you can ____.
    a. press Delete to remove both words
    b. click *i* on the toolbar to format both words in italics
    c. change the font size of both words
    d. all of the above

    ANS: D PTS: 1 REF: WD 53

21. Word allows you to move text ____.
    a. with drag and drop
    b. by cutting and pasting
    c. by copying and pasting
    d. all of the above

    ANS: D PTS: 1 REF: WD 54

22. When you move the pointer over the selection bar, it changes to a ____.
    a. cross-hair arrow
    b. right-facing arrow
    c. left-facing arrow
    d. cross bar

    ANS: B PTS: 1 REF: WD 54

23. When formatting text in Word, you might use the Undo function if ____.
    a. you moved text to the wrong location
    b. you deleted the wrong paragraph
    c. you changed the font to Arial and want to change it back to Calibri
    d. you did any of the above

    ANS: D PTS: 1 REF: WD 56

24. You typed a paragraph on page 2 that should appear on page 7. To move that paragraph to the correct place in your
    ____.
    a. Drag and Drop
    b. Cut and Paste
    c. Delete and Replace
    d. Copy and Paste

    ANS: B PTS: 1 REF: WD 57

25. To use Cut and Paste, click the Cut button from the ____ group on the Home tab.
    a. Styles
    b. Clipboard
    c. Paragraph
    d. Editing

    ANS: B PTS: 1 REF: WD 58

26. Click the ____ in the Clipboard group to open the Clipboard task pane.
    a. Dialog Box Launcher
    b. Home tab
    c. Format Painter
    d. View All

    ANS: A PTS: 1 REF: WD 59

27. To have the Clipboard task pane open each time you cut or copy an item, click ____ at the bottom of the Clipboard
    a. Open
    b. Always Open
    c. Options
    d. Select

    ANS: C PTS: 1 REF: WD 59

28. Clicking the ____ button on the Clipboard task pane will delete the contents of the Clipboard.
    a. Delete All
    b. Clear All
    c. Erase
    d. Collapse

    ANS: B PTS: 1 REF: WD 61

29. To move the cursor directly to a specific part of a document, use the ____ button.
    a. Go To
    b. Replace
    c. Find
    d. Search

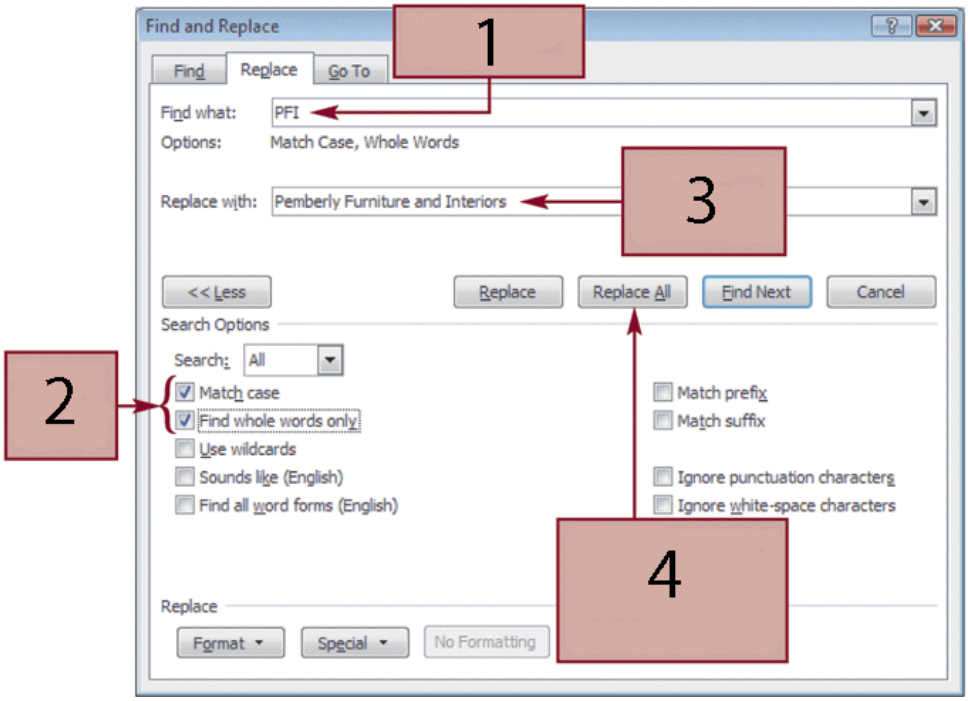
    ANS: A PTS: 1 REF: WD 61

30. In the Find and Replace dialog box, click ____ to display options such as 'Find whole words'.
    a. All
    b. Down
    c. More
    d. Less

    ANS: C PTS: 1 REF: WD 62

31. While writing a report, you decide that you want to find all the times you have referenced your last name using Find
    page 3, make sure to choose ____ to find all instances through the current page.
    a. Down
    b. Up
    c. All
    d. More

    ANS: B PTS: 1 REF: WD 62




32. If you wanted to enter search text, you would position the insertion point at the arrow marked by Item ____ in the a
    a. 1
    b. 2
    c. 3
    d. 4

    ANS: A PTS: 1 REF: WD 63

33. To replace text with a new word or phrase, use the line indicated by Item ____.
    a. 1
    b. 2
    c. 3
    d. 4

    ANS: C PTS: 1 REF: WD 63

34. In the figure above, using Item ____ ensures that only "PFI" and not "pfi" will be replaced.
    a. 1
    b. 2
    c. 3
    d. 4

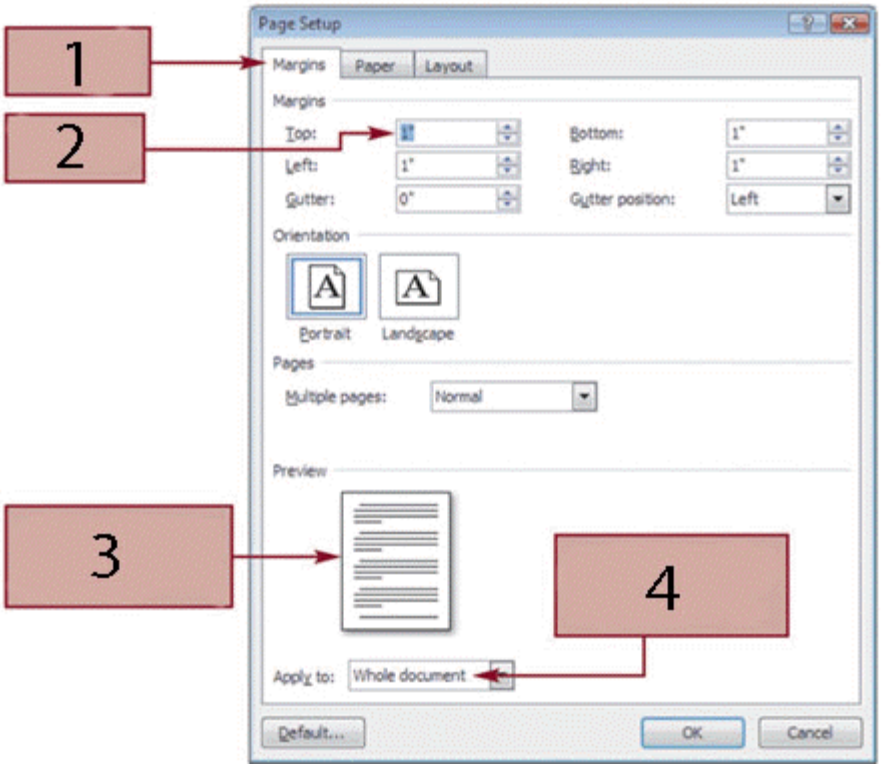
    ANS: B PTS: 1 REF: WD 63

35. To change every instance of a word or phrase in a document, click ____ in the figure above.
    a. Item 1
    b. Item 2
    c. Item 3
    d. Item 4

    ANS: D PTS: 1 REF: WD 63

36. In Word, you can change margins ____.
    a. in the Page Setup dialog box
    b. in Print Layout View
    c. in the Review tab
    d. both a and b

    ANS: D PTS: 1 REF: WD 65




37. To have new margin settings apply only from this point forward, adjust the settings in Item ____.
    a. 1
    b. 2
    c. 3
    d. 4

    ANS: D PTS: 1 REF: WD 67

38. The ____ tab is selected in the above figure.
    a. Paper
    b. Layout
    c. Margins
    d. Page Setup

    ANS: C PTS: 1 REF: WD 67

39. Item 2 in the above figure indicates that the ____ is selected.
    a. Top margin
    b. Bottom margin
    c. Left margin
    d. Right margin

    ANS: A PTS: 1 REF: WD 67

40. To preview changes as you adjust the margins, look to the area indicated by Item ____.
    a. 1
    b. 2
    c. 3
    d. 4

    ANS: C PTS: 1 REF: WD 67

41. In the figure above, ____ orientation is selected.
    a. Portrait
    b. Landscape
    c. Page
    d. Preview

    ANS: A PTS: 1 REF: WD 67

42. With ____, full lines of text are spaced between both the left and the right margins, and the text is not ragged.
    a. left alignment
    c. center alignment

b. right alignment
d. justified alignment

ANS: D PTS: 1 REF: WD 69

43. The Mini toolbar includes the ____ button.
a. Center
b. Right align
c. Left align
d. both b and c

ANS: A PTS: 1 REF: WD 69

44. To see a paragraph's current indent settings, look at the ____ on the horizontal ruler.
a. indent markers
b. right tabs
c. alignment settings
d. formatting

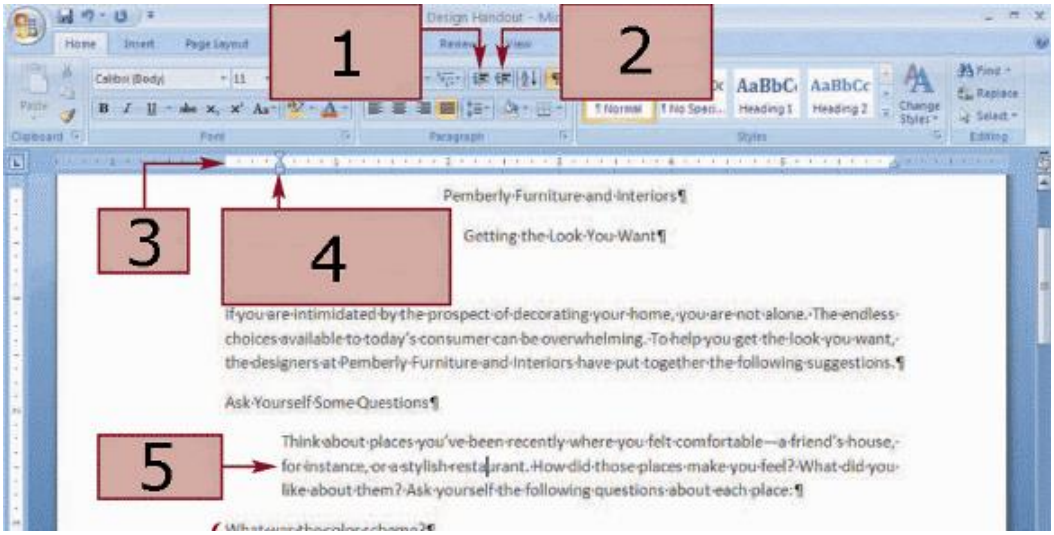
ANS: A PTS: 1 REF: WD 71

45. The indent buttons on the Home tab allow you to increase or decrease paragraph indenting in increments of ____.
a. 0.1
b. 0.5
c. 1.0
d. 1.5

ANS: B PTS: 1 REF: WD 71

46. With a ____ indent, all lines except the first line of the paragraph are indented from the left margin.
a. left
b. right
c. center
d. hanging

ANS: D PTS: 1 REF: WD 71




47. To move a paragraph to the left, you would click the button indicated by Item ____ in the above figure.
a. 1
b. 2
c. 3
d. 4

ANS: A PTS: 1 REF: WD 72

48. Item 3 in the above figure indicates the ____.
a. document height
b. document width
c. left margin
d. right margin

ANS: C PTS: 1 REF: WD 72

49. Item ____ in the above figures indicates an indented paragraph.
    a. 2
    b. 3
    c. 4
    d. 5

    ANS: D PTS: 1 REF: WD 72

50. Indent markers are show by Item ____ in the above figure.
    a. 1
    b. 2
    c. 3
    d. 4

    ANS: D PTS: 1 REF: WD 72

51. Clicking the button indicated by Item 2 in the above figure would ____.
    a. move the paragraph to the left
    b. move the paragraph to the right
    c. move the document to the right
    d. move the document to the left

    ANS: B PTS: 1 REF: WD 72

52. When using the Format Painter, the pointer changes to a(n) ____ to indicate a paragraph format is ready to be copie
    a. paintbrush
    b. paint can
    c. cross hair arrow
    d. paragraph marker

    ANS: A PTS: 1 REF: WD 73

53. To access square bullets, click the ____ to access the full gallery of bullet styles.
    a. Bullet button arrow
    b. Bullet dropdown menu
    c. Show all tab
    d. Options box

    ANS: A PTS: 1 REF: WD 74

54. The Bullets button is located in the ____ group.
    a. Styles
    b. Font
    c. Paragraph
    d. Format

    ANS: C PTS: 1 REF: WD 74

55. To see a ____ of numbering formats, move the mouse pointer over the options in the Numbering library.
    a. sneak peak
    b. live preview
    c. prototype
    d. formatting plan

    ANS: B PTS: 1 REF: WD 76

56. To format a list in sequential order, you should use a(n) _____.
    a. bulleted list
    b. check list
    c. numbered list
    d. arrow list

    ANS: C PTS: 1 REF: WD 76

57. All of the following are part of the four basic document styles except ____.
    a. Formal
    b. Traditional
    c. Eclectic
    d. Calligraphic

    ANS: D PTS: 1 REF: WD 76

58. All of the following are options for numbering from the Numbering library except ____.
    a. A, B, C,...
    b. i., ii., iii., ...
    c. #1, #2, #3,...
    d. 1), 2), 3),...

ANS: C PTS: 1 REF: WD 77

59. In the Font group, *I* denotes ____ formatting.
a. bold
b. underlined
c. italics
d. no

ANS: C PTS: 1 REF: WD 79

60. To keep one paragraph with another, change the settings in the ____ tab.
a. Font
b. Line and Page Breaks
c. Section Breaks
d. Paragraph Formatting

ANS: B PTS: 1 REF: WD 79

61. The document ____ controls the variety of fonts, colors, and other visual effects available for formatting a documen
a. style
b. layout
c. theme
d. size

ANS: C PTS: 1 REF: WD 80

62. To use KeyTips, press the ____ key and notice the letters displayed over each tab. Press the letter for the tab that c
want.
a. Ctrl
b. Fn
c. Alt
d. Windows

ANS: C PTS: 1 REF: WD 80

63. To create a harmonious-looking document, it is important to use no more than ____ fonts.
a. 1
b. 2
c. 3
d. 5

ANS: B PTS: 1 REF: WD 80

64. In the Office theme, the heading font is ____ and the body font is ____.
a. Cambria, Calibri
b. Helvetica, Arial
c. Calibri, Times New Roman
d. Cambria, Verdana

ANS: A PTS: 1 REF: WD 80

65. The heading and body font for a document theme are listed ____.
a. at the top of the font list
b. at the bottom of the font list
c. in the document
d. in a dialog box

ANS: A PTS: 1 REF: WD 80

66. If you click the Font arrow, the order of font listings is ____.
a. Theme Fonts, Recently Used Fonts, All Fonts
b. Theme Fonts, All Fonts, Recently Used Fonts
c. Theme Fonts, All Fonts, Recently Used Fonts
d. Recently Used Fonts, Theme Fonts, All Fonts

ANS: A PTS: 1 REF: WD 81

67. The font and font size settings in the Font group reflect the settings of the ____.
a. entire document
b. header and footer

c. body of the document
d. text currently containing the insertion point

ANS: D PTS: 1 REF: WD 82

68. If you know you will usually need a particular margin, click the ____ button on the Margins tab.
a. Format
b. Indent
c. Default
d. Apply to

ANS: C PTS: 1 REF: WD 68

69. The Mini toolbar contains the button used to ____.
a. change the font
b. change font size
c. highlight text
d. all of the above

ANS: D PTS: 1 REF: WD 70

70. To quickly open a document you were recently working on in Word, click the Office button and choose the docume
a. Recently Used
b. Recent Documents
c. All Documents
d. New Documents

ANS: B PTS: 1 REF: WD 84

**Case-Based Critical Thinking Questions**

**Case 1**
James is writing a report for his advertising class to analyze corporate campaigns and ad slogans. To compile his re
several quotes and portions of articles from other documents, and needs to pay special attention to formatting.

71. Word flagged "Just do it!" as a grammatical error, but James's report includes several instances of this slogan. How
ignore each instance?
a. Ignore Once
b. Ignore Grammar
c. Ignore All
d. Skip All

ANS: C PTS: 1 REF: WD 50 TOP: Critical Thinking

72. James needs to copy quotes from several of his research documents. To keep track of what text he has copied, Jame
a. open the Clipboard task pane
b. paste all the text in a separate Word document so he can view it
c. Neither of the above; copied text is automatically erased when new text is copied
d. There is no way to track what he's copied

ANS: A PTS: 1 REF: WD 57 TOP: Critical Thinking

73. James has typed 20 pages of his report and realizes that he typed *Niko* and should have typed *Nike*. The most effic
error is to ____.
a. proofread
b. use Find and Replace
c. run the Spelling and Grammar Checker
d. search the text

ANS: B PTS: 1 REF: WD 61 TOP: Critical Thinking

74. James is reviewing all his documents and decides that using boldface and italics is too heavy. To change the formatt
a. Find and Replace
b. Headers
c. Search for
d. Delete

ANS: A PTS: 1 REF: WD 64 TOP: Critical Thinking

75. James needs to use the formatting of his first header in all other headers in his report. To save time, you suggest tha
    a. copy and paste
    b. the Format Painter
    c. the Zoom feature
    d. manual formatting

    ANS: B PTS: 1 REF: WD 72 TOP: Critical Thinking

**Case-Based Critical Thinking Questions**

**Case 2**

Claire has just taken a job at a local publishing house. She has a lot of tasks to accomplish today, but her first task is the authors and send out contracts. Claire wants to make a good impression on her boss, so she wants to make sure a the authors is professional and looks formal.

76. Claire is printing several copies of her letter on company letterhead, but her text is running on top of the letterhead l should ____.
    a. print on longer paper
    b. use different paper, because Word does not allow you to print on letterhead.
    c. adjust the top margin
    d. adjust the page width

    ANS: C PTS: 1 REF: WD 65 TOP: Critical Thinking

77. Claire knows that she will be drafting several contracts in the coming weeks, and each letter will need to be printed letterhead. To save time, Claire should ____.
    a. adjust the header each time she wants to print
    b. set Default margins to change the settings for her letterhead
    c. use the copy machine to correctly orient the cover sheets on letterhead
    d. copy and paste the format of each cover sheet to a new document

    ANS: B PTS: 1 REF: WD 68 TOP: Critical Thinking

78. In her letter, Claire asks each author to return a copy of their signed agreement. She needs to remain professional in make sure everyone reads this sentence. She should ____.
    a. make the font twice as large
    b. format the text in bright red
    c. emphasize the text with bold or italic
    d. put the text in a different font

    ANS: C PTS: 1 REF: WD 78 TOP: Critical Thinking

79. Claire is still having problems formatting her document to print correctly on the company letterhead. After looking it would help to move all text in her document to the right by one inch. How?
    a. Change the right margins
    b. Set the hanging indent
    c. Use the left indent
    d. None of the above

    ANS: C PTS: 1 REF: WD 71 TOP: Critical Thinking

80. Claire notices a green wavy underline in part of her document where she accidentally typed “I is” rather than “I am”
    a. Word found a spelling error
    b. Word has marked a grammar error
    c. Word marks all instances of “I”
    d. Claire has underlined the phrase

    ANS: B PTS: 1 REF: WD 50 TOP: Critical Thinking

**COMPLETION**

1. To display the full width of a document in Word, click _____.

ANS: Page width

PTS: 1 REF: WD 47

2. If you highlight a word or phrase to format it, then realize that you highlighted the wrong text, you can _____ the document to remove the highlighting from the text.

ANS: click

PTS: 1 REF: WD 53

3. If you delete the wrong text, click the _____ button on the Quick Access Toolbar to reverse your

ANS: Undo

PTS: 1 REF: WD 54

4. To move text with _____, select the text you want to move, press and hold down the mouse butto new location.

ANS:
drag and drop
drag-and-drop
drag & drop

PTS: 1 REF: WD 54

5. When using drag and drop, a(n) _____ insertion point shows you where selected text will be inse

ANS: dotted

PTS: 1 REF: WD 56

6. The _____ is a temporary storage area on your computer that holds text or graphics until you nee

ANS: Clipboard

PTS: 1 REF: WD 57

7. To _____ means to place a copy of whatever is on the Clipboard into the document.

ANS: paste

PTS: 1 REF: WD 57

8. The text you type in the Find what text box is known as the _____.

ANS: search text

PTS: 1 REF: WD 61

9. When you _____ a document, you make changes that affect the way the document looks.

ANS: format

PTS: 1 REF: WD 64

10. The term _____ refers to the way a paragraph lines up horizontally between the margins.

ANS:
alignment

PTS: 1 REF: WD 69

11. By default, text is aligned along the _____ margin.

ANS: left

PTS: 1 REF: WD 69

12. If text appears ragged on the left side, the document is aligned with _____.

ANS: right alignment

PTS: 1 REF: WD 69

13. When you _____ a paragraph, you move the entire paragraph to the right.

ANS: indent

PTS: 1 REF: WD 71

14. To copy formatting to multiple items, double-click the _____ button in the Clipboard group.

ANS: Format Painter

PTS: 1 REF: WD 73

15. You can emphasize a list of items by adding a heavy dot, or _____, before each item in the list.

ANS: bullet

PTS: 1 REF: WD 74

16. Using _____, such as bold, underline, or italic can help to emphasize text.

ANS: formatting

PTS: 1 REF: WD 78

17. A(n) _____ button allows you to click once to format the selected text, and click again to remove selected text.

ANS: toggle

PTS: 1 REF: WD 78

18. A(n) _____ is a combination of keys pressed at the same time, instead of clicking a mouse.

    ANS: keyboard shortcut

    PTS: 1 REF: WD 79

19. The term _____ refers to the shape of the characters in a document.

    ANS:
    "font"
    font

    PTS: 1 REF: WD 80

20. By default, the _____ theme is selected in each new Word document.

    ANS: Office

    PTS: 1 REF: WD 80

**ESSAY**

1. Choosing the Ignore All option in Word's Spelling and Grammar Checker can be a time saving option for some pro
   Ignore All present potential problems in a document? Define the differences between Ignore All and Ignore Once, a
   using Ignore All might be both a benefit and a risk.

   ANS:
   Clicking the Ignore All button will tell Word to skip all instances of the highlighted text and continue searching the
   Clicking the Ignore Once button tells Word to skip the current highlighted instance, but to continue flagging these e
   the document.

   Choosing Ignore All is a good option if you use a company name or a name with a unique spelling several times in
   to be notified of each instance. However, clicking Ignore All accidentally or for a word that might have other truly i
   result in a final document with errors.

   PTS: 1 REF: WD 50 TOP: Critical Thinking

2. Finding and replacing words in Microsoft Word is made easy by utilizing certain tools. When using the Replace All
   important things to keep in mind? Give an example of when using Replace All would not be a good option.

   ANS:
   When using the Replace All button with single words, keep in mind that the search text might be found within other
   from making incorrect substitutions in such cases, it's a good idea to select the Find whole words only check box, fo
   additional options. Without Find whole words checked, if you replaced the word "figure" with "illustration", Word
   "configure" with "illustration" so that the word became "conillustration."

   PTS: 1 REF: WD 61 TOP: Critical Thinking

3. What is the Print Preview option? How do you access it, and why is it a useful tool when creating documents?

   ANS:

Print Preview allows you to see a document exactly as it will appear when printed. To access the Print Preview scre
point to Print, and then click Print Preview. The document will display in Print Preview. Print Preview allows you a
your document for errors. You can see the overall layout of the text, catch any alignment or indentation errors, and
to make changes to your document before printing.

PTS: 1 REF: WD 84 TOP: Critical Thinking