Shelly Cashman Series Microsoft Office 365 and Word 2016 Introductory 1st edition Vermaat Test Bank

SKU: 9781305870994-TEST-BANK

Name:_____ Class:_____ Date:_____

Word Module 2

1. By default, the Normal style places ____ points of blank space after each paragraph.

a. 8 b. 10

c. 12 d. 14

ANSWER: a
POINTS: 1
REFERENCES: WD 62
Changing Document Settings
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

2. By default, the Normal style inserts a vertical space equal to ____ line(s) between each line of text.

a. 1 b. 1.08

c. 2 d. 2.15

ANSWER: b
POINTS: 1
REFERENCES: WD 62
Changing Document Settings
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

3. Headers print in the top margin ____ inch from the top of every page.

a. one-quarter b. one-half

c. three-quarters of a(n) d. one

ANSWER: b
POINTS: 1
REFERENCES: WD 64
Creating a Header
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

4. Each time the _____ key is pressed, the paragraph formatting in the previous paragraph is carried forward to the next paragraph.

a. ENTER b. SHIFT

c. CTRL d. ALT

ANSWER: a
POINTS: 1
REFERENCES: WD 74
Typing the Research Paper Text

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Name:_____ Class:_____ Date:_____

Word Module 2

QUESTION TYPE: Multiple Choice
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DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

5. The shortcut keys used to center a paragraph are ____.
   a. CTRL+T b. CTRL+M
   c. CTRL+SHIFT+T d. CTRL+E
ANSWER: d
POINTS: 1
REFERENCES: WD 71
Typing the Research Paper Text
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

6. To decrease a font size, use the ____ shortcut keys.
   a. CTRL+< b. CTRL+SHIFT+<
   c. CTRL+< d. CTRL+SHIFT+>
ANSWER: b
POINTS: 1
REFERENCES: WD 71
Typing the Research Paper Text
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

7. To right-align a paragraph, use the ____ shortcut keys.
   a. CTRL+T b. CTRL+M
   c. CTRL+R d. CTRL+K
ANSWER: c
POINTS: 1
REFERENCES: WD 71
Typing the Research Paper Text
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

8. Although you can use a dialog box to indent paragraphs, Word provides a quicker way through the ____.
   a. Quick Access Toolbar b. Office Button menu

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c. vertical ruler d. horizontal ruler

ANSWER: d
POINTS: 1
REFERENCES: WD 72
Typing the Research Paper Text
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

9. The _____ feature automatically corrects typing, spelling, capitalization, or grammar errors as you type them.
a. AutoEntry b. AutoCorrect
c. AutoAdd d. AutoSpell

ANSWER: b
POINTS: 1
REFERENCES: WD 74
Typing the Research Paper Text
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

10. If you want to remove the AutoCorrect Options button from the screen, you can press the ____ key.
a. ESC b. F5
c. CTRL d. SHIFT

ANSWER: a
POINTS: 1
REFERENCES: WD 75
Typing the Research Paper Text
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

11. A(n) ____ is a placeholder for data whose contents can change.
a. attribute b. element
c. field d. value

ANSWER: c
POINTS: 1
REFERENCES: WD 80
Typing the Research Paper Text
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False

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12. A tag name is an identifier that links a(n) ____ to a source.
a. citation b. index
c. attribute d. field
ANSWER: a
POINTS: 1
REFERENCES: WD 84
Typing the Research Paper Text
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

13. Footnote text is _____.
a. double-spaced, right-aligned, and a smaller font size than the text in the research paper
b. double-spaced, left-aligned, and the same font size as the text in the research paper
c. double-spaced, left-aligned, and a smaller font size than the text in the research paper
d. single-spaced, left-aligned, and a smaller font size than the text in the research paper
ANSWER: d
POINTS: 1
REFERENCES: WD 84
Typing the Research Paper Text
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

14. One way to delete a note is to click immediately to the left of the note reference mark in the document text and then press the ____ key twice.
a. BACKSPACE b. DELETE
c. ESC d. F3
ANSWER: b
POINTS: 1
REFERENCES: WD 89
Typing the Research Paper Text
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 4/16/2016 1:43 PM

15. According to the MLA style, the _____ is a list of sources that are referenced directly in a research paper.
a. parenthetical citations page b. works cited page

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c. explanatory notes page d. superscript reference page

ANSWER: b
POINTS: 1
REFERENCES: WD 95
Creating an Alphabetical Works Cited Page
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

16. Word shades fields ____ on the screen.
a. blue b. gray
c. green d. tan

ANSWER: b
POINTS: 1
REFERENCES: WD 100
Proofreading and Revising the Research Paper
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

17. The Office ____ is a temporary storage area.
a. Warehouse b. Clipboard
c. Storehouse d. Gallery

ANSWER: b
POINTS: 1
REFERENCES: WD 101
Proofreading and Revising the Research Paper
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

18. ____ is the process of copying an item from the Office Clipboard into the document at the location of the insertion point.
a. Clipping b. Dragging
c. Pasting d. Dropping

ANSWER: c
POINTS: 1
REFERENCES: WD 101
Proofreading and Revising the Research Paper
QUESTION TYPE: Multiple Choice

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DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

19. With ____ editing, Word automatically displays a Paste Options button near the pasted or moved text.
a. drag-and-drop b. inline
c. copy-and-carry d. cut-and-paste
ANSWER: a
POINTS: 1
REFERENCES: WD 103
Proofreading and Revising the Research Paper
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

20. A thesaurus can be used to look up a(n) _____, or a word similar in meaning to a given word.
a. synonym b. homonym
c. antonym d. metronym
ANSWER: a
POINTS: 1
REFERENCES: WD 105
Proofreading and Revising the Research Paper
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

21. A(n) ____ is a book of synonyms.
a. dictionary b. glossary
c. index d. thesaurus
ANSWER: d
POINTS: 1
REFERENCES: WD 105
Proofreading and Revising the Research Paper
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

22. One way to add a correctly spelled word to the custom dictionary is to click the ____ button in the Spelling and Grammar dialog box.
a. Add to Dictionary b. New Entry
c. Add to Custom d. Custom Entry

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ANSWER: a
POINTS: 1
REFERENCES: WD 108
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HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 4/16/2016 1:44 PM

Modified Multiple Choice

23. The first draft of a research paper should include ____.
a. an introduction b. a conclusion
c. the body d. sources
ANSWER: a, b, c, d
POINTS: 1
REFERENCES: WD 68
Typing the Research Paper Text
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
PREFACE NAME: mmc
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

24. Sources should be evaluated for ____.
a. efficacy b. currency
c. authority d. accuracy
ANSWER: b, c, d
POINTS: 1
REFERENCES: WD 68
Typing the Research Paper Text
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
PREFACE NAME: mmc
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

25. You can use the rulers to ____.
a. set tab stops b. change page margins
c. format characters d. adjust column widths
ANSWER: a, b, d
POINTS: 1
REFERENCES: WD 72
Typing the Research Paper Text

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Word Module 2

QUESTION TYPE: Multiple Response
HAS VARIABLES: False
PREFACE NAME: mmc
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

26. ____ is/are required information for a citation for a book in MLA style.
a. Full name of author(s) b. Edition (if available)
c. Page numbers d. Publication city
ANSWER: a, b, d
POINTS: 1
REFERENCES: WD 79
Typing the Research Paper Text
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
PREFACE NAME: mmc
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

27. ____ is required information for a citation for a Web site in MLA style.
a. Date viewed b. Page numbers
c. Title of Web site d. Web site publisher or sponsor
ANSWER: a, c, d
POINTS: 1
REFERENCES: WD 79
Typing the Research Paper Text
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
PREFACE NAME: mmc
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

28. Although a variety of different styles of documentation exist for report preparation, each style requires the same basic information.
a. True
b. False
ANSWER: True
POINTS: 1
REFERENCES: WD 57-WD 58
Project-Research Paper
QUESTION TYPE: True / False
HAS VARIABLES: False
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Word Module 2

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29. To follow the MLA style, single-space text on all pages and apply one and a half-inch top and bottom margins, and one-inch left and right margins.

a. True

b. False

ANSWER: False
POINTS: 1
REFERENCES: WD 58
Project-Research Paper
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

30. According to MLA style, on each page of the research paper, precede the page number by the title of the paper.

a. True

b. False

ANSWER: False
POINTS: 1
REFERENCES: WD 58
Project-Research Paper
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

31. In the MLA style, notes are used only for optional content or bibliographic notes.

a. True

b. False

ANSWER: True
POINTS: 1
REFERENCES: WD 58
Project-Research Paper
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

32. The MLA style uses the term bibliographical references for works cited.

a. True

b. False

ANSWER: False
POINTS: 1

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Word Module 2

REFERENCES: WD 58
Project-Research Paper
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

33. To place your name to the left of the page number as required by the MLA style, you must create a header that contains the page number.
a. True
b. False
ANSWER: True
POINTS: 1
REFERENCES: WD 64
Creating a Header
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

34. While plagiarism is unethical, it is not considered an academic crime.
a. True
b. False
ANSWER: False
POINTS: 1
REFERENCES: WD 69
Typing the Research Paper Text
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

35. To use Click and Type, you right-click a blank area of the document window.
a. True
b. False
ANSWER: False
POINTS: 1
REFERENCES: WD 70
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QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

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36. CTRL+B, CTRL+], and CTRL+U are all shortcut keys for formatting paragraphs.

a. True

b. False

ANSWER: False
POINTS: 1
REFERENCES: WD 71
Typing the Research Paper Text
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

37. In addition to a predefined list of AutoCorrect spelling, capitalization, and grammar errors, you can create your own AutoCorrect entries to add to the list.

a. True

b. False

ANSWER: True
POINTS: 1
REFERENCES: WD 75
Typing the Research Paper Text
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

38. To delete a note, select the note reference mark in the footnote text by dragging through the note reference mark, and then click the Cut button on the HOME tab.

a. True

b. False

ANSWER: False
POINTS: 1
REFERENCES: WD 89
Typing the Research Paper Text
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

39. To count words, click the Word Count indicator on the HOME tab to display the Word Count dialog box.

a. True

b. False

ANSWER: False
POINTS: 1
REFERENCES: WD 90

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Typing the Research Paper Text
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

40. If you add text, delete text, or modify text on a page, Word recalculates the location of automatic page breaks and adjusts them accordingly.
a. True
b. False
ANSWER: True
POINTS: 1
REFERENCES: WD 91
Typing the Research Paper Text
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

41. According to the MLA style, the first line of each entry on the works cited page begins at the left margin.
a. True
b. False
ANSWER: True
POINTS: 1
REFERENCES: WD 95
Creating an Alphabetical Works Cited Page
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

42. The MLA style requires that the works cited be listed in alphabetical order by the author's last name or, if the work has no author, by the work's title.
a. True
b. False
ANSWER: True
POINTS: 1
REFERENCES: WD 95
Creating an Alphabetical Works Cited Page
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

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Word Module 2

43. Word never moves or adjusts automatic page breaks; however, Word adjusts manual page breaks that follow an automatic page break.

a. True

b. False

ANSWER: False
POINTS: 1
REFERENCES: WD 95
Creating an Alphabetical Works Cited Page
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

44. The shortcut keys, CTRL+ENTER, instruct Word to insert a manual page break.

a. True

b. False

ANSWER: True
POINTS: 1
REFERENCES: WD 95
Creating an Alphabetical Works Cited Page
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

45. A bibliography lists all publication information about the source.

a. True

b. False

ANSWER: True
POINTS: 1
REFERENCES: WD 95
Creating an Alphabetical Works Cited Page
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

46. A manual page break is also known as a soft page break.

a. True

b. False

ANSWER: False
POINTS: 1
REFERENCES: WD 95
Creating an Alphabetical Works Cited Page

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Word Module 2

QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

47. To apply a style to a paragraph, the first step is to position the insertion point in the paragraph.
    a. True
    b. False
ANSWER: True
POINTS: 1
REFERENCES: WD 96
Creating an Alphabetical Works Cited Page
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

48. You can use the Ignore All button to ignore the current and all future occurrences of a flagged word.
    a. True
    b. False
ANSWER: True
POINTS: 1
REFERENCES: WD 107
Proofreading and Revising the Research Paper
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

49. If you have multiple custom dictionaries, you can specify which one Word should use when checking spelling.
    a. True
    b. False
ANSWER: True
POINTS: 1
REFERENCES: WD 108
Proofreading and Revising the Research Paper
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

50. You can use the Copy and Paste commands to copy information from the Research task pane into your document.
    a. True

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b. False

ANSWER: True
POINTS: 1
REFERENCES: WD 109
Proofreading and Revising the Research Paper
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

51. Line spacing is the amount of space above and below a paragraph. _____

ANSWER: False - Paragraph
POINTS: 1
REFERENCES: WD 62
Changing Document Settings
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

52. A(n) footer is text and/or graphics that print at the bottom of every page. _____

ANSWER: True
POINTS: 1
REFERENCES: WD 64
Creating a Header
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

53. The conclusion, which follows the introduction, consists of several paragraphs that support the topic. _____

ANSWER: False - body
POINTS: 1
REFERENCES: WD 68
Typing the Research Paper Text
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

54. Word has many Quick Access keys for your convenience while typing. _____

ANSWER: False - shortcut
POINTS: 1

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Word Module 2

REFERENCES: WD 71
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QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

55. If your hand is on the keyboard, use the ribbon for formatting. _____
ANSWER: False - mouse
POINTS: 1
REFERENCES: WD 71
Typing the Research Paper Text
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

56. The MLA style uses in-text _____ instead of noting each source at the bottom of the page or at the end of the paper.
ANSWER: parenthetical references
POINTS: 1
REFERENCES: WD 58
Project-Research Paper
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

57. The MLA style uses the term _____ for the bibliographical list of sources.
ANSWER: works cited
POINTS: 1
REFERENCES: WD 60
Project-Research Paper
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

58. _____ is the amount of vertical space between lines of text in a document.
ANSWER: Line spacing
POINTS: 1
REFERENCES: WD 62
Changing Document Settings
QUESTION TYPE: Completion

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HAS VARIABLES: False
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DATE MODIFIED: 2/24/2016 5:13 PM

59. The MLA documentation style requires that you _____ the entire research paper; that is, one blank line should display between each line of text.
ANSWER: double-space
POINTS: 1
REFERENCES: WD 62
Changing Document Settings
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

60. A(n) _____ is text and/or graphics printed at the top of each page in a document.
ANSWER: header
POINTS: 1
REFERENCES: WD 64
Creating a Header
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

61. The _____ and Type feature can be used to format and enter text, graphics, and other items.
ANSWER: Click
POINTS: 1
REFERENCES: WD 70
Typing the Research Paper Text
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

62. As you move the Click and Type pointer around the document, the icon changes to represent _____ that will be applied if you double-click at that location.
ANSWER: formatting
POINTS: 1
REFERENCES: WD 70
Typing the Research Paper Text
QUESTION TYPE: Completion
HAS VARIABLES: False
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Shelly Cashman Series Microsoft Office 365 and Word 2016 Introductory 1st edition Vermaat Test Bank

Word Module 2

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63. Word provides a(n) _____ feature that automatically corrects some typing, spelling, capitalization, or grammar errors as they are typed in a document.

ANSWER: AutoCorrect
POINTS: 1
REFERENCES: WD 74
Typing the Research Paper Text
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

64. When the _____ is clicked, Word displays a menu that allows a correction to be undone or changes how Word handles future automatic corrections of this type.

ANSWER: AutoCorrect Options button
POINTS: 1
REFERENCES: WD 75
Typing the Research Paper Text
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

65. Word automatically numbers notes sequentially by placing a(n) _____ in the body of the document and also to the left of the note text.

ANSWER: note reference mark
POINTS: 1
REFERENCES: WD 82
Typing the Research Paper Text
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
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66. As documents that exceed one page are typed, Word automatically inserts page breaks called _____, when it determines the text has filled one page according to paper size, margin settings, line spacing, and other settings.

ANSWER: automatic page breaks
soft page breaks
POINTS: 1
REFERENCES: WD 91
Typing the Research Paper Text
QUESTION TYPE: Completion
HAS VARIABLES: False

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Word Module 2

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67. Because page repagination is performed between keystrokes, Word refers to the task of creating automatic page breaks as _____.
ANSWER: background repagination
POINTS: 1
REFERENCES: WD 91
Typing the Research Paper Text
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

68. Because the works cited are to display on a separate numbered page, a(n) _____ must be inserted at a specific location following the body of a research paper.
ANSWER: manual page break
hard page break
POINTS: 1
REFERENCES: WD 95
Creating an Alphabetical Works Cited Page
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

69. A(n) _____ is a type of paragraph formatting in which the first line extends to the left of the rest of the paragraph.
ANSWER: hanging indent
POINTS: 1
REFERENCES: WD 98
Creating an Alphabetical Works Cited Page
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

70. While _____, you review a document to look for grammatical errors and spelling errors.
ANSWER: proofreading
POINTS: 1
REFERENCES: WD 98
Proofreading and Revising the Research Paper
QUESTION TYPE: Completion
HAS VARIABLES: False

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DATE MODIFIED: 2/24/2016 5:13 PM

71. The _____ displays when you drag-and-drop text and allows you to change the format of the text that was moved.
ANSWER: Paste Options button
POINTS: 1
REFERENCES: WD 103
Proofreading and Revising the Research Paper
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

Critical Thinking Questions
Case 2-1

Your friend Riley knows that you have a lot of experience with proofreading works cited pages from your time as a graduate student and now as a professional researcher.

72. Riley brings to you the research paper on which she is currently working. Which of the following is a correct and complete citation for a book?

a. Connors, Jack. Dreaming of Jeannie. 4th edition. Volume 2. 2010.
b. Santos, Matthew, and Joshua Lyman. How to Run (and Win) a Presidential Campaign. Houston: GOP Publishing, 2011.
c. Shelly, Gary B. "How a GPS Works." Computing in Today's World March 2011: 34-42.
d. Hutton, Laura. Effective Management for the 21st Century. Albuquerque: Manhattan Publishers.

ANSWER: B
POINTS: 1
REFERENCES: WD 79
Typing the Research Paper Text
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
PREFACE NAME: case 2-1
TOPICS: Critical Thinking
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

73. Her most recent research paper is the first example of a paper on which Riley has worked that will use websites as sources. Can you help her indicate which of the following is a correct and complete citation for a website?

a. Cashman, Thomas J. How a USB Flash Drive Works. Course Technology. 14 April 2011. <www.scsite.com/wd2010/pr2/wc.htm>
b. Cashman, Thomas J. Course Technology. 14 April 2011. <www.scsite.com/wd2010/pr2/wc.htm>

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c. Cashman, Thomas J. How a USB Flash Drive Works. Course Technology. <www.scsite.com/wd2010/pr2/wc.htm>
d. None of the citations above is correct.

ANSWER: A
POINTS: 1
REFERENCES: WD 79
Typing the Research Paper Text
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
PREFACE NAME: case 2-1
TOPICS: Critical Thinking
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

Critical Thinking Questions
Case 2-2

A new colleague of yours has been eyeing your computer skills with envy, as you seem to know all of the shortcuts. He wants to know what your "secret" is.

74. Which of the following allows you to remove character formatting?

a. Press and hold down the CTRL key and then click the paragraph.
b. Move the mouse to the left of the first line until the mouse pointer changes to a right-pointing block arrow and then click.
c. Move the mouse to the left of the text until the mouse pointer changes to a right-pointing block arrow and then triple-click.
d. Press the CTRL+SPACEBAR keys.

ANSWER: D
POINTS: 1
REFERENCES: WD 71
Typing the Research Paper Text
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
PREFACE NAME: case 2-2
TOPICS: Critical Thinking
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

75. Which of the following keys do you recommend to your colleague for adding a hanging indent?

a. CTRL+H	c. ALT+H
b. CTRL+T	d. CTRL+SHIFT+I

ANSWER: B
POINTS: 1
REFERENCES: WD 71
Typing the Research Paper Text

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Name:_____ Class:_____ Date:_____

Word Module 2

QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
PREFACE NAME: case 2-2
TOPICS: Critical Thinking
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Name:_____ Class:_____ Date:_____

Productivity App: Productivity Apps for School and Work

1. OneNote will not function at all without an Internet connection.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: PA-2
Syncing a Notebook to the Cloud
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:21 PM
DATE MODIFIED: 4/26/2016 7:26 PM

2. OneNote allows users to convert handwriting to text using the Ink to Text button.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Converting Handwriting to Text
PA-3
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:26 PM
DATE MODIFIED: 4/26/2016 7:27 PM

3. It is possible to record audio conversations with OneNote if your computer or device has a camera and/or a microphone.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: PA-4
Recording a Lecture
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:27 PM
DATE MODIFIED: 4/26/2016 7:29 PM

4. Microsoft Sway is available as an app on Office365 or at Sway.com.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Introduction to Sway
PA-6

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Name:_____ Class:_____ Date:_____

Word Intro to Office 2016 & Windows 10

1. ____ is the newest version of Microsoft Windows.
   a. Windows 10 b. OneDrive
   c. Microsoft Office 2016 d. Microsoft Office 365

ANSWER: a
POINTS: 1
REFERENCES: OFF 2
Introduction to the Windows 10 Operating System
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 4/6/2016 8:41 PM

2. A(n) ____ consist of programs designed to make users more productive and/or assist them with personal tasks.
   a. Start screen b. app
   c. operating system d. log-in account

ANSWER: b
POINTS: 1
REFERENCES: OFF 2
Introduction to the Windows 10 Operating System
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
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3. A(n) ____ is a motion you make on a touch screen with the tip of one or more fingers or your hand.
   a. app b. gesture
   c. tile d. scroll bar

ANSWER: b
POINTS: 1
REFERENCES: Introduction to the Windows 10 Operating System
OFF 3
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:13 PM
DATE MODIFIED: 2/24/2016 5:13 PM

4. A ____ is a horizontal or vertical bar that appears when the contents of an area may not be visible completely on the screen.
   a. tilt wheel b. gesture
   c. scroll bar d. scroll box

ANSWER: c
POINTS: 1
REFERENCES: OFF 4
Introduction to the Windows 10 Operating System

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