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Name:_____ Class:_____ Date:_____

Word Module 02: Navigating and Formatting a Document

1. The search term entered in the Navigation pane appears in bold wherever it appears in the document.
   a. True
   b. False
ANSWER: False
POINTS: 1
REFERENCES: Using the Navigation Pane

2. A numbered list is a group of related paragraphs with a black circle or other character to the left of each paragraph.
   a. True
   b. False
ANSWER: False
POINTS: 1
REFERENCES: Working with Themes

3. One of the most useful features of a word-processing program is the ability to move text easily.
   a. True
   b. False
ANSWER: True
POINTS: 1
REFERENCES: Moving Text in a Document

4. The Clipboard can store up to 36 text items.
   a. True
   b. False
ANSWER: False
POINTS: 1
REFERENCES: Moving Text in a Document

5. You can copy selected text by pressing Ctrl + C.
   a. True
   b. False
ANSWER: True
POINTS: 1
REFERENCES: Moving Text in a Document

6. You can search for formatting in the same way that you can search for text.
   a. True
   b. False
ANSWER: True
POINTS: 1
REFERENCES: Finding and Replacing Text

7. Heading 1 is the highest level used for the major headings in a document and applies the most noticeable formatting.
   a. True

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b. False

ANSWER: True
POINTS: 1
REFERENCES: Working with Styles

8. A format guide is a set of rules that describe the preferred format and style for a certain type of writing.
a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: Reviewing the MLA Style

9. A hanging indent indents all lines from the left margin except the first line of the paragraph.
a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Indenting a Paragraph

10. Word inserts page number fields above the top margin, in the blank area known as the header or below the bottom margin, in the area known as the footer.
a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Inserting and Modifying Page Numbers

11. A group of related paragraphs that have a particular order can use numbers instead of bullets to create a(n) numbered list. _____

ANSWER: True
POINTS: 1
REFERENCES: Creating Bulleted and Numbered Lists

12. To move means to copy a selected item to the Clipboard, leaving the item in its original location. _____

ANSWER: False - copy
POINTS: 1
REFERENCES: Moving Text in a Document

13. To paste only the text with the formatting of the surrounding text in its new location, you can click the Keep Source Formatting button. _____

ANSWER: False - Keep Text Only
POINTS: 1
REFERENCES: Moving Text in a Document

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14. Character-level formatting sets up formatting for only a few characters or words, such as emphasizing a phrase by adding italic formatting. _____

ANSWER: True
POINTS: 1
REFERENCES: Working with Styles

15. Word inserts page number fields below the bottom margin, in the area known as the footer, or above the top margin. _____

ANSWER: True
POINTS: 1
REFERENCES: Inserting and Modifying Page Numbers

16. A(n) citation is an alphabetical list of all books, magazines, websites, movies, and other works that you refer to in your research paper. _____

ANSWER: False - bibliography
POINTS: 1
REFERENCES: Creating Citations and a Bibliography

17. The items listed in a bibliography are known as resources. _____

ANSWER: False - sources
POINTS: 1
REFERENCES: Creating Citations and a Bibliography

18. Although the citation looks like ordinary text, it is actually contained inside a(n) content control. _____

ANSWER: True
POINTS: 1
REFERENCES: Creating Citations and a Bibliography

19. To insert a manual page break, use the Page Break button in the Page Layout group on the INSERT tab. _____

ANSWER: False - Pages
POINTS: 1
REFERENCES: Creating Citations and a Bibliography

20. To hide the shaded space between pages, ____.
    a. right-click the shaded space and select Hide
    b. double-click the shaded space
    c. single-click the shaded space
    d. press the Page Up key

ANSWER: b
POINTS: 1
REFERENCES: Reviewing the Document

21. The shaded space between the first and second pages of a document indicates a ____ break.

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a. line b. paragraph
c. page d. document
ANSWER: c
POINTS: 1
REFERENCES: Reviewing the Document

22. To create a numbered list, you use the Numbering button in the ____ group.
a. Paragraph b. Font
c. Clipboard d. Styles
ANSWER: a
POINTS: 1
REFERENCES: Creating Bulleted and Numbered Lists

23. To access square bullets, click the ____ to access the full gallery of bullet styles.
a. Bullets button arrow b. Bullets key menu
c. Show all tab d. Options box
ANSWER: a
POINTS: 1
REFERENCES: Creating Bulleted and Numbered Lists

24. The Bullets button is located in the ____ group.
a. Styles b. Font
c. Paragraph d. Format
ANSWER: c
POINTS: 1
REFERENCES: Creating Bulleted and Numbered Lists

25. The Numbering button is a ____ button, which means you can click it to turn numbering on or off.
a. hidden b. toggle
c. live d. show
ANSWER: b
POINTS: 1
REFERENCES: Creating Bulleted and Numbered Lists

26. Which of the following is NOT a way to move text in Word?
a. drag and drop b. cut and paste
c. copy and paste d. cut and copy
ANSWER: d
POINTS: 1
REFERENCES: Moving Text in a Document

27. When you position the pointer over the selected text, it changes to a ____.
a. cross-hair arrow b. right-facing arrow
c. left-facing arrow d. cross bar

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ANSWER: c
POINTS: 1
REFERENCES: Moving Text in a Document

28. When Word copies text to another location, the item remains in its ____ location.
a. moved b. original
c. copied d. second
ANSWER: b
POINTS: 1
REFERENCES: Moving Text in a Document

29. The Office ____ is a temporary storage area on your computer that holds objects such as text or graphics until you need them.
a. Clipboard b. Navigation page
c. Repository d. Memory
ANSWER: a
POINTS: 1
REFERENCES: Moving Text in a Document

30. You typed a paragraph on page 2 that should appear on page 27. To move that paragraph to the correct place in your document, you should use ____.
a. drag and drop b. cut and paste
c. delete and replace d. copy and paste
ANSWER: b
POINTS: 1
REFERENCES: Moving Text in a Document

31. To use cut and paste, click the Cut button from the ____ group on the HOME tab.
a. Styles b. Clipboard
c. Paragraph d. Editing
ANSWER: b
POINTS: 1
REFERENCES: Moving Text in a Document

32. 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
ANSWER: a
POINTS: 1
REFERENCES: Moving Text in a Document

33. The Office ____ is a temporary storage area on your computer that holds objects such as text or graphics until you need them.
a. Clipboard b. Navigation page

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c. Repository d. Memory

ANSWER: a
POINTS: 1
REFERENCES: Moving Text in a Document

34. To ____ means to insert a copy of whatever is on the Clipboard into the document.
a. copy b. cut
c. move d. paste

ANSWER: d
POINTS: 1
REFERENCES: Moving Text in a Document

35. To cut selected text, you can use the keyboard command ____.
a. Ctrl+X b. Alt+C
c. Ctrl+C d. Alt+V

ANSWER: a
POINTS: 1
REFERENCES: Moving Text in a Document

36. To copy selected text, you can use the keyboard command ____.
a. Ctrl+V b. Alt+C
c. Ctrl+C d. Alt+V

ANSWER: c
POINTS: 1
REFERENCES: Moving Text in a Document

37. 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

ANSWER: b
POINTS: 1
REFERENCES: Moving Text in a Document

38. In the Find and Replace dialog box, click ____ on the Replace tab to display the Search Options section.
a. All b. Down
c. More d. Search Options

ANSWER: c
POINTS: 1
REFERENCES: Finding and Replacing Text

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

ANSWER: a

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POINTS: 1
REFERENCES: Finding and Replacing Text

40. The Themes button can be found in the Document Formatting group on the ____ tab.
a. REFERENCES b. DESIGN
c. INSERT d. HOME
ANSWER: b
POINTS: 1
REFERENCES: Working with Themes

41. A ____ is a coordinated collection of fonts, colors, and other visual effects designed to give a document a cohesive, polished look.
a. style b. layout
c. theme d. size
ANSWER: c
POINTS: 1
REFERENCES: Working with Themes

42. In the Office theme, the heading font is ____ and the body font is ____.
a. Calibri Light, Calibri b. Helvetica, Arial
c. Calibri, Times New Roman d. Cambria, Verdana
ANSWER: a
POINTS: 1
REFERENCES: Working with Themes

43. In the world of academics, style guides emphasize the proper way to create ____.
a. bibliographies b. citations
c. sources d. resources
ANSWER: b
POINTS: 1
REFERENCES: Reviewing the MLA Style

44. The ____ guidelines were developed to simplify the process of transforming a manuscript into a journal article or a chapter of a book.
a. style guide b. MLA
c. APA d. Research
ANSWER: b
POINTS: 1
REFERENCES: Reviewing the MLA Style

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

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ANSWER: b
POINTS: 1
REFERENCES: Indenting a Paragraph

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
ANSWER: d
POINTS: 1
REFERENCES: Indenting a Paragraph

47. To update a bibliography field that is not contained in a ____, right-click the bibliography, and then click Update Field on the Shortcut menu.
a. content control b. template
c. font field d. document index
ANSWER: a
POINTS: 1
REFERENCES: Creating Citations and a Bibliography

Case-Based Critical Thinking Questions
Case 2-1

Thomas is writing a report for his advertising class in which he analyzes corporate campaigns and ad slogans. To compile his report, he needs to copy several quotes and portions of articles from other documents, and needs to pay special attention to formatting.

48. Thomas is working on his report, which has a lot of comments, on a small monitor. He would like to switch the document Zoom level so Word would automatically reduce the width of the document to accommodate the comments. Which of the following will do this for him?
a. Full Page b. Page with Comments
c. Page Width d. Annotations View
ANSWER: c
POINTS: 1
REFERENCES: Reviewing the Document
TOPICS: Critical Thinking

49. Thomas needs to copy quotes from several of his research documents. To keep track of what text he has copied, Thomas should ____.
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.
ANSWER: a
POINTS: 1

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REFERENCES: Moving Text in a Document
TOPICS: Critical Thinking

50. Thomas has typed 20 pages of his report and realizes that he typed *Niko* and should have typed *Nike*. The most efficient way for him to fix this error is to ____.

a. proofread
b. use Find and Replace
c. run the Spelling and Grammar Checker
d. search the text

ANSWER: b
POINTS: 1
REFERENCES: Finding and Replacing Text
TOPICS: Critical Thinking

51. Thomas is reviewing all his documents and decides that using boldface and italics is too heavy. To change the formatting, he should use ____.

a. Find and Replace
b. headers
c. Search for
d. Format Delete

ANSWER: a
POINTS: 1
REFERENCES: Finding and Replacing Text
TOPICS: Critical Thinking

52. Thomas has just applied Header 1 to some selected text in his report. He needs to do the same thing again now. To save time, you suggest that he press the ____ key to repeat his most recent action.

a. F2
b. F4
c. Esc
d. Alt

ANSWER: b
POINTS: 1
REFERENCES: Working with Styles
TOPICS: Critical Thinking

Case-Based Critical Thinking Questions
Case 2-2

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

53. Charlotte reviews her document and decides that the she needs to format an entire paragraph including changing the paragraph and line spacing. She should apply ____.

a. character-level formatting
b. paragraph-level formatting
c. Quick Styles
d. citation-level formatting

ANSWER: b
POINTS: 1
REFERENCES: Working with Styles

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Word Module 02: Navigating and Formatting a Document

TOPICS: Critical Thinking

54. Charlotte knows that she will be drafting several contracts in the coming weeks, and each letter will need to be printed with specific headings and body text formatting. To save time, Charlotte should apply ____.

a. styles b. keys
c. links d. color coding

ANSWER: a
POINTS: 1
REFERENCES: Working with Styles
TOPICS: Critical Thinking

55. In her letter, Charlotte asks each author to return a copy of their signed agreement. She needs to emphasize parts of her letter, but she wants to make sure everyone reads this particular sentence. She should apply ____.

a. theme b. style
c. character-level formatting d. colors

ANSWER: c
POINTS: 1
REFERENCES: Working with Styles
TOPICS: Critical Thinking

56. Charlotte is still having problems formatting her document to print correctly on the company letterhead. After looking at Print Preview, she thinks it would help to move all text in her document to the right by one inch. How does she do this?

a. Change the right margins b. Set the hanging indent
c. Use the left indent marker d. None of the above

ANSWER: c
POINTS: 1
REFERENCES: Indenting a Paragraph
TOPICS: Critical Thinking

57. Charlotte has added a citation to the documents on which she is working. In the process of her doing so, Word has added the source that she introduced to a ____ of sources, which is now available to any document created using the same user account on that computer.

a. Index b. Master List
c. Roster d. Glossary

ANSWER: b
POINTS: 1
REFERENCES: Creating Citations and a Bibliography
TOPICS: Critical Thinking

58. Although a citation looks like ordinary text, it is actually contained inside a ____, a special feature used to display information that is inserted automatically, and that may need to be updated later.

a. reference b. source
c. content control d. dictionary

ANSWER: c

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Word Module 02: Navigating and Formatting a Document

POINTS: 1
REFERENCES: Creating Citations and a Bibliography

59. If you insert a new paragraph, delete a paragraph, or reorder the paragraphs in a _____ list, Word adjusts the list making sure it remains consecutive.
ANSWER: numbered
POINTS: 1
REFERENCES: Creating Bulleted and Numbered Lists

60. A(n) _____ button allows you to click once to format the selected text, and click again to remove the formatting from the selected text.
ANSWER: toggle
POINTS: 1
REFERENCES: Creating Bulleted and Numbered Lists

61. To move text with _____, select the text you want to move, press and hold down the mouse button, drag the text to a new location, and then release the mouse button.
ANSWER: drag and drop
drag-and-drop
drag & drop
POINTS: 1
REFERENCES: Moving Text in a Document

62. You press _____ to paste the most recent copied item.
ANSWER: Ctrl +V
POINTS: 1
REFERENCES: Moving Text in a Document

63. The text you type in the Find what text box is known as the _____.
ANSWER: search text
POINTS: 1
REFERENCES: Using the Navigation Pane

64. The Heading 2 style is used for headings that are _____ to the highest level headings.
ANSWER: subordinate
POINTS: 1
REFERENCES: Working with Styles

65. After you format a document with a variety of styles, you can alter the look of the document by changing the document's _____.
ANSWER: theme
POINTS: 1
REFERENCES: Working with Themes

66. By default, the _____ gallery offers 16 styles, each designed for a specific purpose.

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ANSWER: Style
POINTS: 1
REFERENCES: Working with Styles

67. By default, the _____ theme is applied in each new Word document.
ANSWER: Office
POINTS: 1
REFERENCES: Working with Themes

68. The _____ gallery is divided into Theme Colors and Standard Colors.
ANSWER: Font Color
POINTS: 1
REFERENCES: Working with Themes

69. The _____ guidelines were designed to ensure consistency in documents so that all research papers look alike.
ANSWER: MLA
POINTS: 1
REFERENCES: Reviewing the MLA Style

70. When you _____ a paragraph, you move the entire paragraph to the right.
ANSWER: indent
POINTS: 1
REFERENCES: Indenting a Paragraph

71. The First Line Indent marker looks like the top half of a(n) _____.
ANSWER: hourglass
POINTS: 1
REFERENCES: Indenting a Paragraph

72. By default, an MLA citation includes only the author's name in _____.
ANSWER: parentheses
POINTS: 1
REFERENCES: Creating Citations and a Bibliography

73. Discuss all of the tools available in the Comments group on the REVIEW tab for working with comments.
ANSWER:
• To display comments in an easy-to-read view, in the Tracking group, click the Display for Review button, and then click Simple Markup.
• To see the text of each comment in Simple Markup view, click the Show Comments button in the Comments group.
• To move the insertion point to the next or previous comment in the document, click the Next button or the Previous button in the Comments group.
• To delete a comment, click anywhere in the comment, and then click the Delete button in the Comments group.
• To delete all the comments in a document, click the Delete button arrow in the Comments group, and then click Delete All Comments in Document.

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• To add a new comment, select the document text you want to comment on, click the New Comment button in the Comments group, and then type the comment text.
• To reply to a comment, click the Reply button to the right of the comment, and then type your reply.
• To indicate that a comment or an individual reply to a comment is no longer a concern, right-click the comment or reply, and then click Mark Comment Done in the shortcut menu. To mark a comment and all of the replies attached to it as done, right-click the original comment and then click Mark Comment Done.

POINTS: 1

REFERENCES: Working with Comments

TOPICS: Critical Thinking

74. Discuss the benefits of heading styles.

ANSWER: By default, the Style gallery offers 16 styles, each designed for a specific purpose. As you gain more experience with Word, you will learn how to use a wider array of styles. You'll also learn how to create your own styles. Styles allow you to change a document's formatting in an instant. But the benefits of heading styles go far beyond attractive formatting. Heading styles allow you to reorganize a document or generate a table of contents with a click of the mouse. Also, the heading styles are set up to keep a heading and the body text that follows it together, so a heading is never separated from its body text by a page break. Each Word document includes nine levels of heading styles, although only the Heading 1 and Heading 2 styles are available by default in the Style gallery. Whenever you use the lowest heading style in the Style gallery, the next-lowest level is added to the Style gallery. For example, after you use the Heading 2 style, the Heading 3 style appears in the Styles group in the Style gallery.

POINTS: 1

REFERENCES: Working with Styles

TOPICS: Critical Thinking

75. Discuss the importance of acknowledging sources in written communication. Include a definition of plagiarism in your response.

ANSWER: A research paper is a means for you to explore the available information about a subject and then present this information, along with your own understanding of the subject, in an organized and interesting way. Acknowledging all the sources of the information presented in your research paper is essential. If you fail to do this, you might be subject to charges of plagiarism, or trying to pass off someone else's thoughts as your own. Plagiarism is an extremely serious accusation for which you could suffer academic consequences ranging from failing an assignment to being expelled from school.

To ensure that you don't forget to cite a source, you should be careful about creating citations in your document as you type. It's very easy to forget to go back and cite all your sources correctly after you've finished typing a research paper. Failing to cite a source could lead to accusations of plagiarism and all the consequences that entails. If you don't have the complete information about a source, you should at least insert a placeholder citation. But take care to go back later and substitute complete citations for any placeholders.

POINTS: 1

REFERENCES: Creating Citations and a Bibliography

TOPICS: Critical Thinking

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