|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Business documents can include all of the following EXCEPT \_\_\_\_.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | resumes | b.  | personal letters |
|   | c.  | proposals | d.  | newsletters |

 |
| 2. A letterhead should contain all of the following EXCEPT \_\_\_\_.

|  |  |  |
| --- | --- | --- |
|   | a.  | the complete legal name of the individual or company |
|   | b.  | the telephone number |
|   | c.  | the mailing address |
|   | d.  | the company's objective |

 |
| 3. All of the following are guidelines about the appearance of letterhead elements EXCEPT \_\_\_\_.

|  |  |  |
| --- | --- | --- |
|   | a.  | use fonts that are easy to read |
|   | b.  | make the font size of your name the same size as the rest of the text in the letterhead |
|   | c.  | consider formatting your name in bold |
|   | d.  | choose colors that convey your goals |

 |
| 4. Word provides a(n) \_\_\_\_ button, which increases the font size of selected text each time you tap or click the button.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | Grow Font | b.  | Increase Font Size |
|   | c.  | Font Size | d.  | Enlarge Selected Text |

 |
| 5. The Increase Font Size button appears on the \_\_\_\_ tab.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | FONTS | b.  | HOME |
|   | c.  | STYLES | d.  | LAYOUTS |

 |
| 6. If you click the Increase Font Size button too many times and make the font size too big, you can click the \_\_\_\_ button until the desired font size is displayed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | Decrease Font Size | b.  | Small Font |
|   | c.  | Reduce Font | d.  | Reduce Selected Text |

 |
| 7. Files containing \_\_\_\_ are available from a variety of sources.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | task panes | b.  | search terms |
|   | c.  | colors | d.  | graphics |

 |
| 8. To display the Color gallery, with the graphic selected, click the Color button in the \_\_\_\_ group on the PICTURE TOOLS FORMAT tab.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | Format | b.  | Tools |
|   | c.  | Options | d.  | Adjust |

 |
| 9. Having used the Color gallery to change the color of a graphic, with the graphic selected, click \_\_\_\_ in the Color gallery to change a graphic back to its original color.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | No Recolor | b.  | Restore |
|   | c.  | Revert | d.  | Default Color |

 |
| 10. You can make one color in a graphic \_\_\_\_, that is, removing its color.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | opaque | b.  | transparent |
|   | c.  | translucent | d.  | transfigured |

 |
| 11. You would make a color in a graphic \_\_\_\_ if you wanted to remove part of a graphic or see text or colors behind a graphic.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | opaque | b.  | transparent |
|   | c.  | translucent | d.  | transfigured |

 |
| 12. A \_\_\_\_ symbol is another name for a dot symbol.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | bullet | b.  | logo |
|   | c.  | cell | d.  | target |

 |
| 13. Typing text, followed by two hyphens, followed by more text and then a space changes the two hyphens to a(n) \_\_\_\_.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | ampersand | b.  | border |
|   | c.  | en dash | d.  | em dash |

 |
| 14. To convert a hyperlink to regular text, right-click the hyperlink and then click \_\_\_\_ on the shortcut menu.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | Edit Hyperlink | b.  | Select Hyperlink |
|   | c.  | Convert Hyperlink | d.  | Remove Hyperlink |

 |
| 15. In a business letter, the \_\_\_\_, if present, begins two lines below the last line of the inside address.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | salutation | b.  | date line |
|   | c.  | message | d.  | complimentary close |

 |
| 16. In a business letter, type the \_\_\_\_ at least four blank lines below the complimentary close, allowing room for the author to sign his or her name.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | inside address | b.  | message |
|   | c.  | signature block | d.  | salutation |

 |
| 17. Word, by default, places a tab stop at every \_\_\_\_ mark on the ruler.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | .25" | b.  | .5" |
|   | c.  | .75" | d.  | 1" |

 |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 18. Each time you press the \_\_\_\_ key, Word carries forward custom tab stops to the next paragraph.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | SHIFT | b.  | ENTER |
|   | c.  | CTRL | d.  | F2 |

 |
| 19. In the \_\_\_\_ letter style, all components of the letter begin flush with the left margin.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | modified block | b.  | block |
|   | c.  | modified semi-block | d.  | all of the above |

 |
| 20. In the \_\_\_\_ letter style, the date, complimentary close, and signature block are positioned approximately one-half inch to the right of center or at the right margin.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | modified block | b.  | block |
|   | c.  | modified semi-block | d.  | all of the above |

 |
| 21. Pressing the \_\_\_\_ key instructs Word to replace a building block name with the stored building block entry.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | F1 | b.  | F2 |
|   | c.  | F3 | d.  | F4 |

 |
| 22. To advance rightward from one cell to the next in a table, press the \_\_\_\_ key.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | TAB | b.  | BACKSPACE |
|   | c.  | HOME | d.  | ENTER |

 |
| 23. All of the following are vertical alignment options EXCEPT \_\_\_\_.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | middle | b.  | center |
|   | c.  | top | d.  | bottom |

 |
| 24. The Bullets button is available on the HOME tab of the Ribbon in the \_\_\_\_ group.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | Special Characters | b.  | Format |
|   | c.  | Paragraph | d.  | Options |

 |
| 25. When you press the \_\_\_\_ key without entering any text after the automatic bullet character, Word turns off the automatic bullets feature.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | ENTER | b.  | ESC |
|   | c.  | ALT | d.  | CTRL |

 |
| 26. To print a mailing label, click the Labels button on the MAILINGS tab in the \_\_\_\_ group.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | Building Block | b.  | AutoText |
|   | c.  | Template | d.  | Create |

 |
| 31. You can use your own creative skills to design and compose business documents.

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

 |
| 32. Word has a variety of predefined shapes, which are a type of drawing object, that you can insert in documents.

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

 |
| 33. When you insert an object in a document, Word always inserts it as a floating object.

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

 |
| 34. An inline object is an object that can be positioned at a specific location in a document or in a layer over or behind text in a document.

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

 |
| 35. With the In Front of Text wrapping option, a floating object appears behind the text.

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

 |
| 36. In a business letter, within the message, paragraphs are double-spaced with single-spacing between paragraphs.

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

 |
| 37. In a business letter, the complimentary close displays two lines below the last line of the message.

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

 |
| 38. Each time the ENTER key is pressed, any custom tab stops are carried forward to the next paragraph.

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

 |
| 39. When a custom tab stop is set, the tab marker on the ruler reflects the alignment of the characters at the location of the tab stop.

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

 |
| 40. To move a custom tab stop, drag the tab marker to the desired location on the ruler.

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

 |
| 41. To remove a custom tab stop, right-click the tab marker on the ruler and then click Remove on the shortcut menu.

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

 |
| 42. Some compound words should not be divided at the end of a line.

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

 |
| 43. The difference between an AutoCorrect entry and a building block is that the building block feature makes corrections automatically as soon as the SPACEBAR or a punctuation key is pressed, whereas the F3 key must be pressed or the AutoCorrect command clicked to instruct Word to make an AutoCorrect correction.

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

 |
| 44. Each row of a table has an end-of-row mark, which can be used to add columns to the right of a table.

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

 |
| 45. When at the rightmost cell in a row, press the ENTER key to move to the first cell in the next row; do not press the TAB key.

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

 |
| 46. Formatting marks, such as the end-of-cell mark, do not print on a hard copy.

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

 |
| 47. The column boundary, the border to the right of a column, can be dragged until a row is at a desired height.

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

 |
| 48. The row boundary, the border at the top of a row, can be dragged until the column is at the desired width.

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

 |
| 49. When you first create a table it is left-aligned; that is, flush with the left margin.

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

 |
| 50. You can undo AutoFormat changes by pressing CTRL+Z.

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

 |
| 51. To delete the contents of a cell, select the cell contents and then press the DELETE or BACKSPACE key.

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

 |
| 52. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ object is an object that is part of a paragraph. |
| 53. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ object is an object that can be positioned at a specific location in a document or in a layer over or behind text in a document. |
| 54. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ objects give you more flexibility because you can position them anywhere on the page. |
| 55. In Word, the term, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, refers to returning the formatting to the Normal style. |
| 56. In a business letter, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, which consists of the month, day, and year, is positioned two to six lines below the letterhead. |
| 57. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a location on the horizontal ruler that tells Word where to position the insertion point when you press the TAB key on the keyboard. |
| 58. When the TAB key is pressed, a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ formatting mark appears in the empty space between the tab stops. |
| 59. If the same text or graphic is used frequently, you can store the text or graphic as a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and then insert the stored entry in the open document, as well as in future documents. |
| 60. Press CTRL+SHIFT+SPACEBAR to enter a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, which is a special space character that prevents two words from splitting if the first word falls at the end of a line. |
| 61. Press CTRL+SHIFT+HYPHEN to enter a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, which is a special type of hyphen that prevents two words separated by a hyphen from splitting at the end of a line. |
| 62. When inserting a table, you must specify the total number of rows and columns required, which is called the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the table. |
| 63. A Word \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a collection of rows and columns. |
| 64. In a Word table, the intersection of a row and a column is called a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and is filled with text. |

**Word bank:**

Inline Clear formatting Floating Date line nonbreaking hyphen

Floating Tab stop nonbreaking space cell

Tab character building block dimension table