

Name: _____

Date: _____

Microsoft Word

Week 5 Test

Directions: Answer the questions to the best of your ability. If you do not finish in the allotted time, print what you have and take it with you to finish and turn in later.

1. You can use Word to create
 - a. spreadsheets
 - b. collections of data
 - c. reports
 - d. presentations

2. Preset options in place in a new document are called _____ settings.
 - a. normal
 - b. default
 - c. layout
 - d. standard

3. The feature that automatically moves text to the next line is called
 - a. word wrap
 - b. page wrap
 - c. line wrap
 - d. none of the above

4. A possible spelling error is indicated by a
 - a. wavy green line
 - b. straight blue line
 - c. wavy red line
 - d. straight red line

5. To scroll up one screen,
 - a. click the up scroll arrow
 - b. click the scroll box
 - c. click above the scroll box
 - d. click the right scroll arrow

6. To scroll quickly to the top or bottom of the document,
 - a. drag the scroll box up or down
 - b. click below the scroll box
 - c. click above the scroll box
 - d. click the down scroll arrow

7. To move the insertion point to the next word, press
 - a. right arrow key
 - b. Ctrl + right arrow key
 - c. Alt + right arrow key
 - d. Next key

8. To move the insertion point to the next screen of text, press
 - a. Page Down key
 - b. Scroll Down key
 - c. End key
 - d. Ctrl + End key

9. To switch between Word views,
 - a. click one of the view buttons
 - b. click a view icon on the Standard toolbar
 - c. click a view on the View menu
 - d. a or b

10. To display nonprinting characters, click the
 - a. Character button
 - b. Display button
 - c. Show/Hide button
 - d. Toggle button

11. To remove text to the left of the insertion point, use the
 - a. Backspace key
 - b. Delete key
 - c. Remove key
 - d. Enter key

12. By default, Word enters text in a document in
 - a. Overtyping mode
 - b. Insert mode
 - c. Typing mode
 - d. Enter mode

13. When Overtyping mode is on, you will see OVR in the
 - a. menu bar
 - b. scroll bar
 - c. ruler bar
 - d. status bar

14. If you want to reverse an Undo action, you use
 - a. Repeat
 - b. Redo
 - c. Reverse
 - d. Do Again

15. To select a sentence, you
 - a. double-click in the sentence
 - b. triple-click in the sentence
 - c. hold Ctrl and click in the sentence
 - d. press Ctrl + A

16. Cut or copied text is stored temporarily in the
 - a. Clipboard
 - b. Character Store
 - c. Cupboard
 - d. Cabinet

17. The colored, underlined text you see in a Help screen that will take you to another topic is called a(n)
 - a. jump line
 - b. Help line
 - c. link
 - d. index line

18. To move quickly to the end of a Word document, press Ctrl + Page Down.

19. You can have more than one active Word document on the screen at a time.

20. The Delete key removes text to the left of the insertion point.

21. To select an entire paragraph in a Word document, triple-click in it.

22. The default document that opens when you start Word is named Document1.

23. The easiest way to create a new document is to click the New button on the Standard toolbar.

24. You can have more than one active document on the screen at a time.
25. To switch from one document to another, click the document's name on the title bar.
26. As you enter text, the insertion point moves to the right.
27. To insert a blank line between paragraphs, press Enter once.
28. To reposition the insertion point in a document, point the I-beam at the location you want the insertion point to appear and then click.
29. The default view setting is Normal view.
30. To move quickly to the end of a line, press Ctrl + End.
31. Before you can use Click and Type, you must make sure you're in Print Layout view.
32. Word considers characters to be only the uppercase and lowercase letters of the alphabet.
33. Editing involves adding, deleting, changing, and moving text in a document.
34. The Delete key removes text to the left of the insertion point.
35. Holding down the Backspace or Delete key can remove a whole series of characters.
36. In Overtyping mode, new text is inserted between existing text.
37. You can Undo more than one change at a time.
38. You can easily select a word by triple-clicking it.
39. Before you can insert the contents of a file into another document, you must open that file.
40. How many spaces should you key after a period?