Word 2007 Unit A: Creating Documents With Word 2007

TRUE/FALSE

1. When you copy text, you retype it in a new location. F

2. The insertion point is the blinking vertical line in the document window. T

3. The Quick Access toolbar can be modified to display the commands you use most frequently. T

4. If you want uniform spacing between lines and paragraphs, apply the No Spacing style to the document. T

5. The first time you save a document, the Save As dialog box opens. T

6. Before deleting, editing, or formatting text, you must select the text. T

7. As you type in Word, the insertion point automatically moves to the next line of the document when you reach the right margin. T

8. The Mini toolbar appears faintly above text when you first select it. T

9. You can edit a document in Print Preview. T

MULTIPLE CHOICE

2. Which task does Word *not* give you the ability to accomplish?
   a. Add a photograph to a document.
   b. Create slides for a presentation.
   c. Copy and move text between documents.
   d. Control the layout of text and graphics on each page.

3. Which element of the Word program window indicates where text will appear when you type?
   a. ScreenTip
   b. Click and Type pointer
   c. Zoom list arrow
   d. Insertion point

4. What appears when you place the mouse over a button on the Ribbon?
   a. Click and type pointer
   b. ScreenTip
   c. Toolbar Options button
   d. I-beam pointer

5. Which pointer allows you to automatically apply paragraph formatting?
   a. Click and type pointer
   b. I-beam pointer
   c. Hand pointer
   d. Selection pointer

6. Which Word view can be helpful for creating columns of text?
   a. Full Screen Reading
   b. Print Layout
   c. Web Layout
   d. Outline

7. What is the default file format for Word 2007 documents?
   a. .docx
   b. .doc
   c. .dotx
   d. .wd

8. Which Word view allows you to reorganize text by moving headings?
   a. Draft
   b. Print Layout
   c. Web Layout
   d. Outline

   ANS: D   PTS: 1   REF: Word 17

9. Which Word view shows a simplified layout of a document, without margins, headers or footers, or graphics?
   a. Full Screen Reading
   b. Print Layout
   c. Draft
   d. Outline

10. Which element of the Word program window contains buttons for performing operating commands?
    a. Status bar
    b. Ribbon
    c. Zoom slider
    d. Vertical scroll bar

11. Where in the Word program window would you find the left and right margins?
    a. Vertical ruler
    b. Vertical scroll bar
    c. Horizontal ruler
    d. Horizontal scroll bar

12. Which element of the Word program window displays tab settings?
    a. Status bar
    b. Vertical ruler
    c. Horizontal ruler
    d. Scroll bar

13. Where are the view buttons located in the Word program window?
    a. To the left of the Zoom level
    b. To the left of the status bar
    c. On the horizontal ruler
    d. On the title bar

14. When you place the mouse pointer over a button or some other element of the Word program window, what appears?
    a. ScreenTip
    b. Vertical ruler
    c. Horizontal scroll bar
    d. Ribbon

15. What is the temporary filename Word assigns a new blank document?
    a. File1
    b. Document1
    c. New File
    d. New Document

16. Which automatic feature makes typographical adjustments as you type?
    a. Smart tags
    b. AutoComplete
    c. AutoCorrect
    d. Spelling and Grammar

17. Which key can be used to indent the first line of a paragraph?
    a. Tab
    b. Backspace
    c. Delete
    d. Enter

18. Which key is used to insert a blank line in a document?
    a. Tab
    b. Spacebar
    c. Enter
    d. Insert

19. Which automatic feature in Word suggests text to insert into the document as you type?
    a. AutoComplete
    b. AutoText
    c. AutoCorrect
    d. AutoType

20. What appears on the screen when you place the mouse pointer under text that was corrected by AutoCorrect?
    a. A wavy underline
    b. A blue box
    c. A smart tag
    d. A ScreenTip

21. Which element of the Save As dialog box is used to save a file with a different file extension?
    a. Save in list arrow
    b. Filename text box
    c. Save as type list arrow
    d. Save button

22. What do you see in the document window when the Show/Hide ¶ button is active?
    a. Hidden text
    b. Spelling and grammar errors
    c. ScreenTips
    d. Formatting marks

23. What happens when you click the Print command on the Print menu?
    a. The document prints using the customized print settings.
    b. The Print dialog box opens.
    c. The document opens in Print Preview.
    d. The document opens in Print Layout view.

24. Which setting cannot be changed using the Print dialog box?
    a. The range of pages to print
    b. The number of copies to print
    c. The page margins
    d. The default printer

25. Which button is *not* on the Mini toolbar?
    a. Bold
    b. Spelling
    c. Font
    d. Center

26. Which action displays the Mini toolbar if it disappears?
    a. Right-clicking the selection
    b. Clicking the Mini toolbar button on the Home tab
    c. Double-clicking the selection
    d. Pressing and holding [Ctrl], then clicking the selection

27. What is a formatted document that contains placeholder text called?
    a. Document1
    b. Template
    c. Gallery
    d. Content Control

28. What happens when you click the Zoom level button?
    a. The Zoom dialog box opens.
    b. The current document zooms to Whole page view.
    c. The zoom level increases by five.
    d. The Zoom slider becomes active.

29. What extension do files created in earlier versions of Word use?
    a. .doc   c. .wrd
    b. .docx   d. .xml

COMPLETION

1. A software program that includes tools for entering, editing, and formatting text and graphics is called a(n) _____ program.

   ANS: word processing

2. The _____ on the status bar allow you to display the document in different views.

   ANS: view buttons

3. The x in the default file .docx extension indicates a file is saved in the Office _____ format.

   ANS: XML

4. When you are typing, the _____ feature automatically moves the insertion point to the next line of a document when you reach the right margin.

   ANS: word-wrap

5. The _____ feature automatically corrects some spelling errors as you type.

   ANS: AutoCorrect

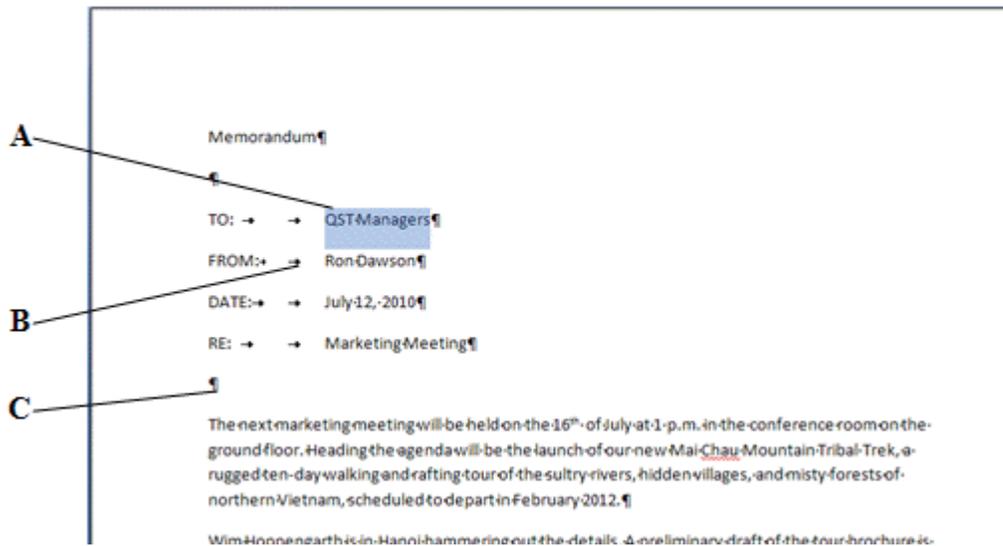6. Press _____ to insert the text suggested in an AutoComplete ScreenTip.

   ANS: Enter

7. _____ view displays document text so it is easy to read and to annotate with comments and highlighting.
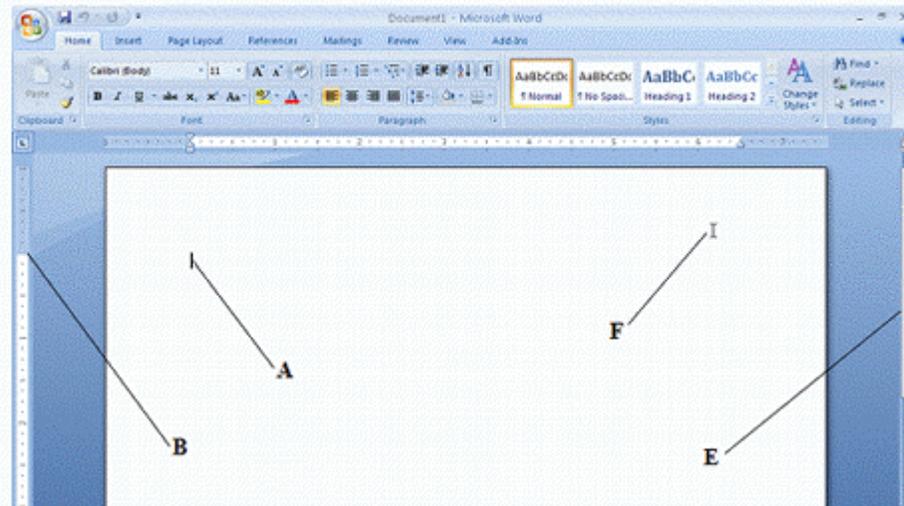
   ANS: Full Screen Reading

MATCHING

Match the document element with its corresponding name.

1. Tab formatting mark
2. Paragraph formatting mark
3. Selected text
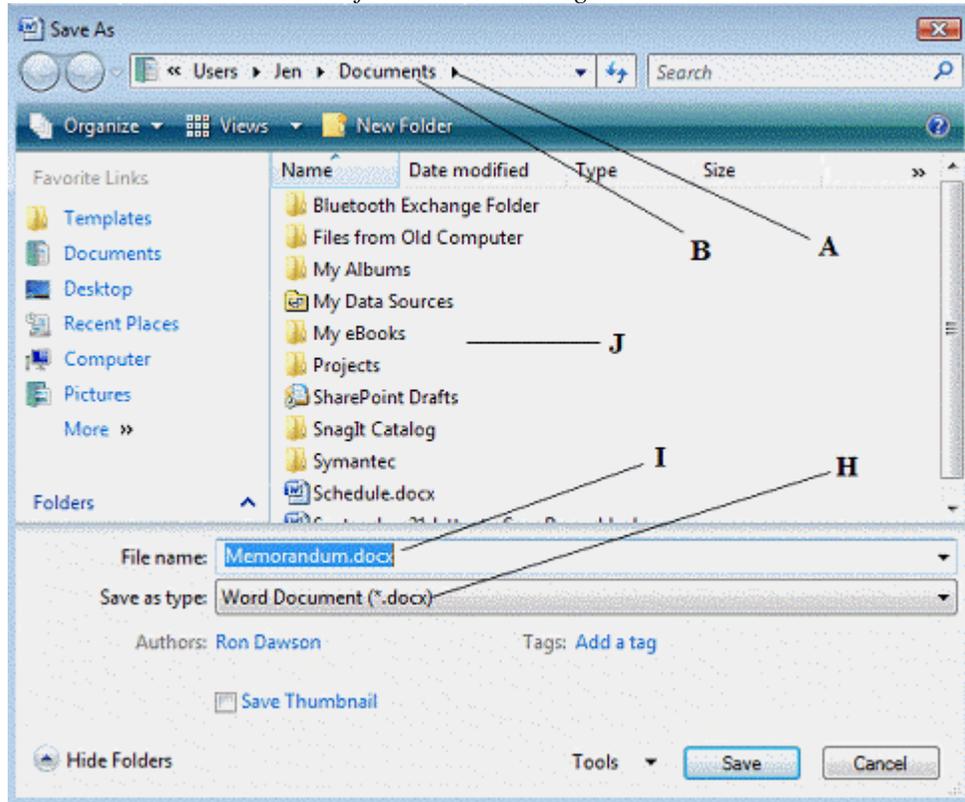
1. ANS: B
2. ANS: C
3. ANS: A

Match the element of the Word program window with the statement that describes it.

4. Used to scroll a document
5. Shows the location text will appear when you type
6. Shows the top and bottom document margins
7. Used to move the insertion point

4. ANS: E
5. ANS: A
6. ANS: B
7. ANS: F

Match each labeled element of the Save As dialog box with the statement that best describes it.

8. The name of the current file
9. The name of the current drive or folder
10. Used to change the current drive or folder
11. The list of files and folders in the current drive
12. The file type of the current file

8. ANS: I
9. ANS: B
10. ANS: A
11. ANS: J
12. ANS: H