

Word 2007 Unit B: Editing Documents

MODIFIED TRUE/FALSE

1. When text is cut from a document, it is copied to the Recycle Bin. _____
ANS: F- Clipboard
2. The system Clipboard can hold up to 24 items. _____
ANS: F, Office
3. You can use the Arrange All command in the Window group on the View tab to display two open documents at the same time. _____
ANS: T
4. Word inserts an AutoCorrect entry only after you press [Spacebar]. _____
ANS: T

MULTIPLE CHOICE

1. Which command is used to create a new file that is a copy of the original?
 - a. Save
 - b. **Save As**
 - c. More Documents
 - d. New From Existing
2. "Cut and paste" describes what operation?
 - a. Copying text
 - b. Deleting text
 - c. Replacing text
 - d. **Moving text**
3. What is the keyboard shortcut for cutting text?
 - a. [Ctrl][Q]
 - b. [Ctrl][C]
 - c. [Ctrl][V]
 - d. **[Ctrl][X]**
4. What is the keyboard shortcut for pasting text?
 - a. [Ctrl][A]
 - b. [Ctrl][P]
 - c. **[Ctrl][V]**
 - d. [Ctrl][X]
5. What is the keyboard shortcut for copying text?
 - a. **[Ctrl][C]**
 - b. [Ctrl][A]
 - c. [Ctrl][Q]
 - d. [Ctrl][V]
6. Where are the Word keyboard shortcuts listed?
 - a. In the Word Read Me file
 - b. On the Word menus
 - c. In the Shortcut task pane
 - d. **In Word ScreenTips**
7. What happens when text is dragged to a new location in the document?

- a. The text is stored on the Clipboard.
 - b. The formatting of the text changes.
 - c. The text is deleted from the document.
 - d. **The text is moved to the new location.**
8. Which command is used to insert text that is stored on the Clipboard into a document?
- a. **Paste**
 - b. Office Clipboard
 - c. Replace
 - d. Insert
9. Which of the following is not a way to add the selected text to the Clipboard?
- a. Press [Ctrl][C].
 - b. Click the Copy button.
 - c. **Press [Ctrl] and drag the text to a new location.**
 - d. Press [Ctrl][X].
10. Which of the following does not occur when you copy text and then click the Paste button?
- a. **The pasted text is removed from the Office Clipboard.**
 - b. The Paste Options button appears.
 - c. The text is inserted at the location of the insertion point.
 - d. The text you copied remains in its original location.
11. What is the function of the Paste Options button?
- a. To copy the text to the Clipboard.
 - b. To paste the text at the location of the insertion point.
 - c. To paste the text as a hyperlink.
 - d. **To change the formatting of pasted text.**
12. Which command is used to display two different parts of the same document in the document window?
- a. Scroll
 - b. **Split**
 - c. Arrange All
 - d. Window
13. What happens when you click an item on the Office Clipboard?
- a. The item is moved to the system Clipboard.
 - b. A ScreenTip appears.
 - c. The item is deleted from the Office Clipboard.
 - d. **The item is pasted in the document at the location of the insertion point.**
14. What kind of items can be stored on the Office Clipboard?
- a. Items collected from Word only
 - b. **Items collected from any Office program**
 - c. Items collected from any word processing program
 - d. Items collected from any word processing or graphic program
15. What happens when you add a 25th item to the Office Clipboard?
- a. The last item is deleted.
 - b. **The first item is deleted.**
 - c. A dialog box opens.
 - d. You cannot add a 25th item to the Office Clipboard.
16. How do you delete an individual item from the Office Clipboard?
- a. **Click the list arrow next to the item, then click Delete.**

- b. Select the item, then press the Delete key.
 - c. Click Clear All in the Clipboard task pane.
 - d. Paste the item in the document.
17. Which of the following statements is not true of the Office Clipboard?
- a. The last item collected from a document is displayed at the bottom of the Clipboard task pane.
 - b. You can use the Paste button to insert the last item collected from the Office Clipboard into a document.
 - c. The last item collected is also stored on the system Clipboard.
 - d. Items remain on the Office Clipboard after you paste them.
18. Which feature would you use to find and insert a synonym for an overused word?
- a. Spelling and Grammar
 - b. Thesaurus
 - c. Find and Replace
 - d. AutoCorrect
19. Which feature could you use to highlight all instances of a word in a document?
- a. Spelling and Grammar
 - b. Find and Replace
 - c. Thesaurus
 - d. AutoCorrect
20. Which feature would you use to correct words that you frequently misspell as you type?
- a. Spelling and Grammar
 - b. Thesaurus
 - c. Find and Replace
 - d. AutoCorrect
21. If a document window had been split into two panes, how can you restore the window to a single pane?
- a. Right-click one of the panes and click Close Pane.
 - b. Double-click the split bar.
 - c. Click the Split button in the Window group on the View tab.
 - d. Drag the split bar to the bottom of the document.
22. How do you display the Office Clipboard?
- a. Cut or copy text.
 - b. Click Clipboard on the Quick Access toolbar.
 - c. Click the Clipboard button on the View tab.
 - d. Click the launcher in the Clipboard group on the Home tab.
23. What command can you use to quickly move the insertion point to a specific location?
- a. Find command
 - b. Go To command
 - c. Next command
 - d. Search for command
24. What resources does the Research task pane provide access to?
- a. Dictionaries
 - b. Encyclopedias
 - c. Translations
 - d. All of the above
25. How do you add available resources from the Research task pane?
- a. Click Insert Resource
 - b. Click Research options
 - c. Click the Research task pane list arrow
 - d. Click the Go button

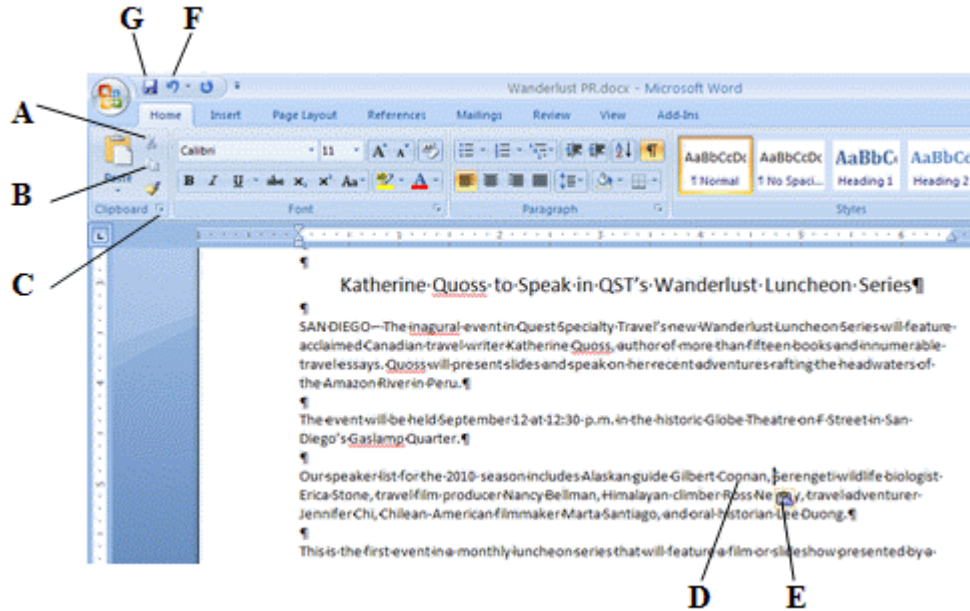
26. What do you call an informal journal that is created by an individual or a group and made available to the public on the Internet?
- a. Blog
 - b. Web journal
 - c. Web page
 - d. Chat
30. Which tab in the Properties dialog box shows the date and time a file was created or last modified?
- a. Statistics
 - b. General
 - c. Contents
 - d. Summary

COMPLETION

1. When text is cut from a document, it is stored on the _____.
- ANS: Clipboard
2. To reverse the last action you took in a document, click the _____ button on the Quick Access toolbar.
- ANS: Undo
3. Clicking an item on the Office Clipboard _____ the item in the document at the location of the insertion point.
- ANS: pastes
4. The Office Clipboard holds up to _____ items.
- ANS: 24
5. To insert the last item stored on the Office Clipboard into a document, click the _____ button in the Clipboard group on the Home tab.
- ANS: Paste
6. User-defined details about a file that describe its contents and origin are called the document _____.
- ANS: properties
7. You can edit a document that is marked as final by turning off the _____ status.
- ANS: Mark as Final

MATCHING

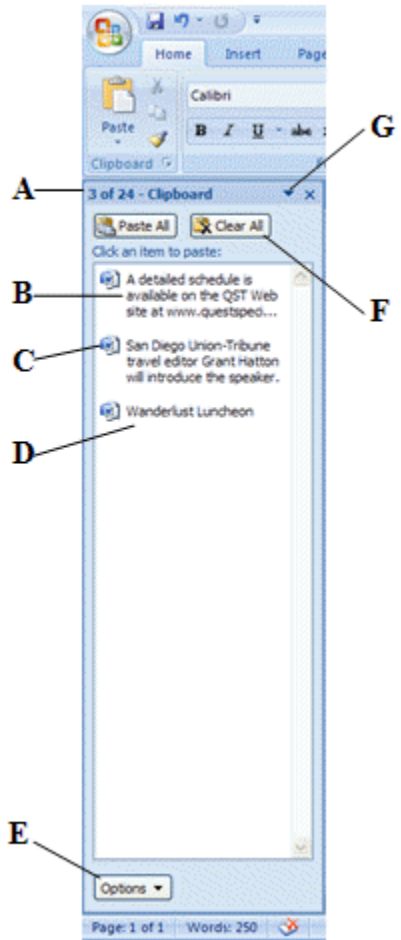
In the figure below, match each label with the statement that best describes it.



1. Opens the Clipboard task pane.
2. Removes text from the document and places it on the Clipboard.
3. Copies text.
4. Reverses the last change made to a document.

- | | | |
|-----------|--------|--------------|
| 1. ANS: C | PTS: 1 | REF: Word 30 |
| 2. ANS: A | PTS: 1 | REF: Word 26 |
| 3. ANS: B | PTS: 1 | REF: Word 28 |
| 4. ANS: F | PTS: 1 | REF: Word 26 |

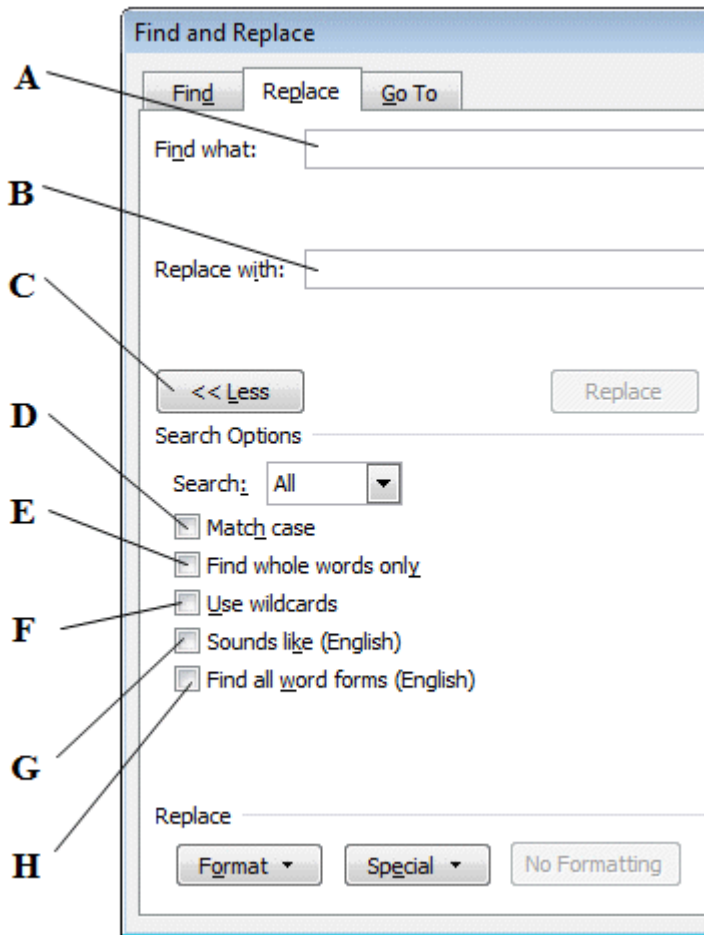
In the figure below, match each label with the statement that best describes it.



- 5. The last item collected to the Clipboard.
- 6. Shows the program from which the item was collected.
- 7. The first item collected to the Clipboard.
- 8. Resizes or moves the task pane.

5. ANS: B PTS: 1 REF: Word 30 | Word 31
 6. ANS: C PTS: 1 REF: Word 30
 7. ANS: D PTS: 1 REF: Word 30 | Word 31
 8. ANS: G PTS: 1 REF: Word 31

Referring to the figure below, match each find and replace example with the appropriate search option.



9. Use to replace "President" but not "president."
10. Use to replace "there" and "their."
11. Use to type replacement text.
12. Use to replace "red" but not "redo."

9. ANS: D	PTS: 1	REF: Word 33
10. ANS: G	PTS: 1	REF: Word 33
11. ANS: B	PTS: 1	REF: Word 32 Word 33
12. ANS: E	PTS: 1	REF: Word 33