

Name: _____

6) 14024B-3 COMPUTER APPLICATIONS HS

Word Module 1 Worksheet

Page 1

Question 19 - Multiple Choice**Points: 1**

Which of the following actions could you take to enlarge the view of difficult-to-read text in the document window?

- A) Click the File tab
- B) Select One Page in the Window group on the View tab
- C) Drag the Zoom slider
- D) Open the Navigation pane

Question 31 - Multiple Choice**Points: 1**

What does the Save command do?

- A) Prints the document
- B) Deletes the document
- C) Creates a new copy of the document every time
- D) Updates and stores changes to the current document

Question 39 - Multiple Choice**Points: 1**

Why is the Mini Toolbar useful?

- A) It automatically saves documents
- B) It changes document themes
- C) It creates new documents
- D) It provides quick access to formatting tools without moving to the Ribbon

Question 21 - Multiple Choice

Points: 1

Which view shows how a document will appear on a printed page?

- A) Print Layout
- B) Outline View
- C) Web Layout
- D) Read Mode

Question 15 - Multiple Choice

Points: 1

Which of the following actions can you use to select text?

- A) press CTRL+T
- B) click and drag the I-beam pointer across the text
- C) press CTRL+S
- D) press CTRL+W

Question 28 - Multiple Choice

Points: 1

What happens when text is selected in Microsoft Word?

- A) The text is moved to the Clipboard
- B) The text is automatically deleted
- C) The text changes font size
- D) The text becomes highlighted and ready for editing

Question 16 - Multiple Choice

Points: 1

Julia noticed that she accidentally used a period instead of a question mark at the end of a sentence that is a question. Word identified the grammar error with a blue double underline. To correct the error, she can do which of the following?

- A) Accept the suggested grammar change
- B) Ignore the suggested grammar change
- C) Change the grammar settings
- D) Rewrite the sentence

Question 34 - Multiple Choice

Points: 1

Which keyboard shortcut is commonly used to save a document?

A) Ctrl + Z

B) Ctrl + S

C) Ctrl + P

D) Ctrl + C

Question 12 - Multiple Choice

Points: 1

What happens if you decrease the page margins?

A) More text can fit on the page

B) The font size automatically increases

C) Less text fits on the page

D) The page orientation changes

Question 32 - Multiple Choice

Points: 1

What is the primary purpose of Save As?

A) To check spelling and grammar

B) To close the document

C) To change the page margins

D) To create a new copy of a document with a different name, location, or file type

Question 36 - Multiple Choice

Points: 1

How can you open Backstage View?

A) Select the File tab

B) Select the Home tab

C) Select the Review tab

D) Select the Insert tab

Question 6 - Multiple Choice

Points: 1

What is the main purpose of using bullets in a document?

- A) To automatically check spelling
- B) To insert page numbers
- C) To organize information into an unordered list
- D) To change the document theme

Question 33 - Multiple Choice

Points: 1

When should you use Save As instead of Save?

- A) When you want to keep the original document and create a new version
- B) When you want to change the font
- C) When you want to print the document
- D) When you want to undo changes

Question 3 - Multiple Choice

Points: 1

Why might a user choose to use themes in Microsoft Word?

- A) To increase internet speed
- B) To make a document look professional and consistent
- C) To automatically save files to the cloud
- D) To create animations in the document

Question 14 - Multiple Choice

Points: 1

Why might you increase the font size of a heading?

- A) To make it stand out from the rest of the text
- B) To add bullet points
- C) To change the page margins
- D) To reduce the number of pages

Question 8 - Multiple Choice

Points: 1

Which tab contains the Bullets and Numbering commands in Microsoft Word?

- A) Home
B) Review
C) View
D) Insert

Question 38 - Multiple Choice

Points: 1

Where is the Quick Access Toolbar located?

- A) Inside the Review tab
B) On the status bar
C) At the top of the Word window near the title bar
D) At the bottom of the document

Question 22 - Multiple Choice

Points: 1

Which views displays a document so that it is easiest to read on screen?

- A) Web Layout
B) Outline View
C) Read Mode

Question 4 - Multiple Choice

Points: 1

What is an inline graphic in Microsoft Word?

- A) A graphic that cannot be resized
B) A graphic that automatically appears in the header
C) A graphic that is treated like text and stays within a line of text
D) A graphic that moves freely anywhere on the page

Question 37 - Multiple Choice

Points: 1

Which of the following tasks can be performed in Backstage View?

- A) Managing document properties and printing
- B) Aligning text
- C) Changing font size within a paragraph
- D) Adding bullet points

Question 35 - Multiple Choice

Points: 1

What is the shortcut for Save As?

- | | |
|-------------|-------------|
| A) CTRL + A | B) CTRL + S |
| C) F4 | D) F12 |

Question 24 - Multiple Choice

Points: 1

Jared wants more space between paragraphs than between the lines of text in paragraphs. Which of the following is the best method to use for this action?

- A) At the end of each paragraph, click the Line and Paragraph Spacing button in the Paragraph group, then select the desired amount of spacing
- B) Press ENTER at the end of each line to add space between lines
- C) Make sure that Normal is chosen in the Styles group on the Home tab
- D) Drag the Zoom slider to control the line spacing

Question 30 - Multiple Choice

Points: 1

Which action selects all text in a document?

- | | |
|-------------|-------------|
| A) Ctrl + A | B) Ctrl + Z |
| C) Ctrl + P | D) Ctrl + X |

Question 10 - Multiple Choice

Points: 1

What are document margins in Microsoft Word?

- A) The spacing between letters
- B) The color of the page background
- C) The size of the font
- D) The space between words and the edge of the page

Question 5 - Multiple Choice

Points: 1

What is a floating graphic in Microsoft Word?

- A) A graphic that is attached to a specific line of text
- B) A graphic that can be positioned independently of the text
- C) A graphic that only appears behind text
- D) A graphic that cannot be moved

Question 27 - Multiple Choice

Points: 1

To display two parts of a document on the screen, do which of the following?

- A) Click the Arrange All button.
- B) Click the Multiple Pages button.
- C) Click the Split button.
- D) Click the Read Mode button.

Question 11 - Multiple Choice

Points: 1

Which tab contains the Margins command in Microsoft Word?

- | | |
|-----------|-----------|
| A) Review | B) Insert |
| C) Layout | D) Home |

Question 13 - Multiple Choice

Points: 1

What does the font size determine?

- A) The spacing between paragraphs
- B) The alignment of the text
- C) The color of the text
- D) How large or small the text appears

Question 17 - Multiple Choice

Points: 1

To select a paragraph, you should do which of the following?

- A) Triple-click the desired paragraph
- B) Place the insertion point within the paragraph and press CTRL+A
- C) Place the insertion point within the paragraph and press ALT+A
- D) Double-click the desired paragraph

Question 23 - Multiple Choice

Points: 1

How can you remove a hyperlink from text?

- A) Delete the text and then retype it.
- B) Right-click the text and select Remove Hyperlink.
- C) Change the font color and remove the underline using buttons in the Font group of the Home tab.
- D) Right-click the text and select Ignore.

Question 7 - Multiple Choice

Points: 1

When should you use a numbered list instead of a bulleted list?

- A) When adding pictures
- B) When creating headers and footers
- C) When changing margins
- D) When the order of items is important

Question 9 - Multiple Choice

Points: 1

What happens when you press Enter at the end of a bulleted item?

- A) The document closes
- B) The font changes
- C) The bullet is deleted
- D) A new bullet is automatically created

Question 29 - Multiple Choice

Points: 1

How can you select a single word quickly?

- A) Press Enter
- B) Double-click the word
- C) Press Ctrl + S
- D) Right-click the word

Question 1 - Multiple Choice

Points: 1

What is the primary purpose of a theme in Microsoft Word?

- A) To insert pictures into a document
- B) To check spelling and grammar
- C) To apply unified design elements including colors, fonts, and effects to a document
- D) To create page numbers

Question 40 - Multiple Choice

Points: 1

Which information can commonly be found on the Status Bar?

- A) Page number and word count
- B) Document theme and watermark
- C) Header and footer settings
- D) Font color and page margins

Question 2 - Multiple Choice

Points: 1

Where can you find the Themes option in Microsoft Word?

- A) Review tab
- B) Design tab
- C) Insert tab
- D) Home tab

Question 26 - Multiple Choice

Points: 1

What's the shortcut to copy text?

- A) CTRL + C
- B) CTRL + P
- C) F12
- D) CTRL + V

Question 25 - Multiple Choice

Points: 1

How can you add a drop shadow to a picture?

- A) Apply a Picture Border.
- B) Apply a Picture Effect.
- C) Apply an Artistic Effect.
- D) Change the Picture Layout.

Question 18 - Multiple Choice

Points: 1

Juana needs to open a document. To access the Open dialog box, which tab should she use?

- A) Home tab
- B) File tab
- C) Review tab
- D) View tab

Question 20 - Multiple Choice

Points: 1

Marina has created a new document and entered some text. What should she do to ensure she does not lose her work?

- A) Inspect the document
- B) Close the document
- C) Save the document
- D) Protect the document

