

Name: _____

7) 14024B-5 COMPUTER APPLICATIONS HS

Word Module 2 Worksheet

Page 1

Question 7 - True/False**Points: 1**

Normal, No Spacing, and Emphasis are examples of themes.

A) True

B) False

Question 16 - Multiple Choice**Points: 1**

Which of the following methods is the best way to find a word in a document?

A) Open the Clipboard pane and then enter the search text

B) Open the Navigation pane and then enter the search text

Question 15 - Multiple Choice**Points: 1**

Taka accidentally misspelled a word. To correct the error, he can do which of the following?

A) Right-click the word and select Translate

B) Right-click the word and select Rewrite Suggestions

C) Close out of Word and try again

D) Right-click the word and select the desired suggested spelling

Question 23 - Multiple Choice**Points: 1**

To identify the number of words in a document, do which of the following?

A) All of the above

B) Click the Check Accessibility button

C) Click the Word Count button

D) Open the Navigation pane

Question 19 - Multiple Choice

Points: 1

Aamir is preparing a research paper. He needs to insert a parenthetical reference that gives credit to the source of a quotation. What is the best way for him to achieve this?

- A) Insert an endnote with the source information
- B) Insert a citation

Question 10 - True/False

Points: 1

Use the Navigation pane to browse a long document by headings, pages, or specific text.

- A) True
- B) False

Question 14 - Multiple Choice

Points: 1

Joanne needs to number each page in her document. She should do which of the following?

- A) Insert a footnote at the bottom of each page
- B) Type the page number centered at the bottom of each page in the Footer area
- C) All of the above
- D) Insert a page number field in the upper-right corner of any page

Question 4 - True/False

Points: 1

To find a word in a document, use the Go To Page command.

- A) True
- B) False

Question 11 - Multiple Choice

Points: 1

Anna needs to leave a message for a collaborator about a specific data point in a document. Which of the following methods is the best way for her to communicate with her collaborator?

- A) Type the desired message in a comment box to the right of the data point.
- B) Type the desired message in the text using tracked changes.
- C) Type the desired message in a text box placed near the data point.
- D) Type the desired message in a shape placed near the data point.

Question 25 - Multiple Choice

Points: 1

Jada needs to create a note at the bottom of a page that references text in the body of the document. She should do which of the following?

- A) Insert a footer
- B) Insert a WordArt
- C) Insert a footnote
- D) Insert a comment

Question 17 - Multiple Choice

Points: 1

Pasha needs the same text to appear at the top of each page in a document. Which of the following is the best method to achieve this?

- A) Create a new style
- B) Create a header
- C) Modify the document properties
- D) Create a footer

Question 6 - True/False

Points: 1

A negative indent is when the second and subsequent lines of text in a paragraph are indented more than the first line.

- A) True
- B) False

Question 18 - Multiple Choice

Points: 1

Naomi needs all Heading 1 text to be formatted with a green font color. Which of the following methods is the best way to achieve this?

- A) Use the Font Color arrow to change each instance of Heading 1 text to green
- B) Open the Modify Style dialog box for Heading 1 and change the font color to green

Question 24 - Multiple Choice

Points: 1

To indent the first line of a paragraph, do which of the following?

- A) All of the above
- B) Drag the first line indent marker to a new location on the ruler
- C) Create a right tab stop on the ruler and press TAB.
- D) Click the Increase Indent button

Question 9 - True/False

Points: 1

A citation is a parenthetical reference in the document text that gives credit to the source for a quotation, data, or other content used in a document.

A) True

B) False

Question 5 - True/False

Points: 1

Amy works for a company called Conicore. Many of the documents she creates include the word Conicore. To prevent Word from identifying Conicore as a misspelled word, she can add Conicore to the Word dictionary.

A) True

B) False

Question 2 - True/False

Points: 1

Jorge is reading a document that contains hidden comments. To display the comments, he can click the Show Comments button in the Comments group on the Review tab.

A) True

B) False

Question 3 - True/False

Points: 1

To find a word in a document, type the word into the Search box in the Editor pane, and then press ENTER.

A) True

B) False

Question 12 - Multiple Choice

Points: 1

When a comment is no longer needed, you should probably do which of the following?

A) Edit the comment

B) Delete the comment

C) Reopen the comment

D) Reply to the comment

Question 21 - Multiple Choice

Points: 1

Cameron needs to insert a citation, but he does not have the source information. Which of the following should he do?

- A) Add a placeholder for a citation
- B) Add a citation for an existing source

Question 13 - Multiple Choice

Points: 1

To reduce the amount of white space between two paragraphs in a document, do which of the following?

- A) Change the style applied to the document from Normal to No Spacing
- B) Change the font size
- C) Use the Remove Space After Paragraph option on the Home tab to adjust the spacing of the first paragraph
- D) Change the line spacing of the two paragraphs to 1.0

Question 22 - Multiple Choice

Points: 1

Brianna needs to correct the year of publication in one of her sources. She should do which of the following?

- A) Create a new source with the correct year in the Source Manager
- B) Adjust the year in each citation
- C) Delete and reinsert all citations that use the source
- D) Edit the source to change the year in the Source Manager

Question 20 - Multiple Choice

Points: 1

Aliya needs her footnotes to be listed as I, II, III... instead of as 1,2,3... She should do which of the following to achieve this?

- A) Retype the footnote numbering as needed
- B) Change the style of the document
- C) Change the Number format setting in the Footnote and Endnote dialog box

Question 8 - True/False

Points: 1

Text in the Header area appears at the top of each page in a document.

A) True

B) False

Question 1 - True/False

Points: 1

Jasmine needs an indent at the beginning of each paragraph in her document. The best way for her to achieve this is by entering eight spaces at the beginning of each paragraph.

A) True

B) False