Name:_____

6) 14024B-3 COMPUTER APPLICATIONS HS
Word 3 Worksheet

Page 1

Question 8 - True/False Points: 1

True or False: Nathan needs to add data for a new subscriber to a table of subscriber names and addresses. To do so, he should insert a new row.

A) True B) False

Question 15 - True/False Points: 1

True or False: When graphic objects are stacked in layers, you can use the Bring to Front command to make one of the objects fully visible.

A) True B) False

Question 17 - True/False Points: 1

True or False: To resize the width of a shape without changing the height, you could drag the middle-right sizing handle.

A) True B) False

Question 5 - True/False Points: 1

True or False: Changing an object's shape does not change the format settings applied to the object.

A) True B) False

Question 30 - Multiple Choice Points: 1

Kendra wants to select a specific row in a table. How can she do that?

A) Point to the left of the row until a white arrow pointer appears and then click.

B) Right-click a cell in the row and then click Select.

C) Select all the text in the row.

D) Click the Select button and then click Select Table.

Question 2 - True/False Points: 1

True or False: You use the Change Shape command to add text to a SmartArt graphic.

A) True B) False

Question 25 - Multiple Choice Points: 1

Alexis needs to adjust the position of tabbed text. She should do which of the following?

A) Select the text and move the appropriate tab stop to a new location.

B) Select the text and create a new tab stop in the correct location.

C) Select the text and delete the appropriate tab stop.

D) Select the text and press TAB until the text aligns with the correct tab stop.

Question 11 - True/False Points: 1

True or False: To rotate a picture 90 degrees, use the Flip Horizonal command.

A) True B) False

Question 4 - True/False Points: 1

True or False: When you recolor a picture, you use the Paintbrush tool to add color to parts of the picture.

A) True B) False

Question 21 - Multiple Choice Points: 1

What is the purpose of alt text?

A) To make images accessible to people with visual impairments.

B) To add text on top of images.

C) To mark images as decorative for people with visual impairments.

D) To create a caption for images.

Question 1 - True/False Points: 1

True or False: Jasmine wants to emphasize some underlined text. She can change the color of the underline.

A) True B) False

Question 9 - True/False Points: 1

True or False: To wrap text around the shape of a curved or irregular shaped image, set the text wrapping style to Tight.

A) True B) False

Question 28 - Multiple Choice Points: 1

How does the insertion point move to the next cell in the row of a table?

A) Press SHIFT + ENTER.

B) Press TAB.

C) Press SHIFT + RIGHT ARROW.

D) Press ENTER.

Question 32 - Multiple Choice Points: 1

By default, what is the active tab type?

A) Right tab B) Left tab

C) Bar tab D) Center tab

Question 3 - True/False Points: 1

True or False: Jeremiah needs to organize information in his document using rows and columns. He should create a table.

A) True B) False

Question 26 - Multiple Choice Points: 1

How can a tab stop be removed from a document?

A) Double-click the tab stop.

B) Right-click the tab stop and click Remove.

C) Drag it up or down off the ruler.

D) Right-click the tab indicator and click Clear.

Question 16 - True/False Points: 1

True or False: To create a duplicate of a picture in a document, select the picture, press CTRL+C, and then press CTRL+V.

A) True B) False

Question 27 - Multiple Choice Points: 1

Alyssa needs the border around a paragraph to be a dotted line. Which button should she use to change the line style of the paragraph border?

A) Borders arrow.

B) Text Outline arrow.

C) Text Effects and Typography arrow.

Question 35 - Multiple Choice Points: 1

When you save a document, what is the name you give it called?

A) Document title B) Filename

C) File extension D) Document name

Question 23 - Multiple Choice Points: 1

Jaylen needs a shape in her document to have the same formatting as another shape in her document. She should do which of the following?

A) Up the Clipboard.

B) Use the Clear All Formatting button.

C) Use the Paste Options button.

D) Use the Format Painter.

Question 34 - Multiple Choice Points: 1

What indicates where text will appear as you type?

A) ScreenTip
B) I-beam pointer
C) Insertion point
D) Selection pointer

Question 12 - True/False Points: 1

True or False: To insert a picture you took with your digital camera, use the Online Pictures command.

A) True
B) False

Question 14 - True/False Points: 1

True or False: To select a table column, place the pointer over the column, and then click the Insert Control.

A) True
B) False

Question 31 - Multiple Choice Points: 1

Tab ____ are the lines that appear in front of tabbed text.

A) leaders
B) indicators
C) headers
D) underlines

Question 20 - Multiple Choice Points: 1

Tiana wants a line to appear around a paragraph. She should do which of the following?

A) Add a paragraph border.
B) Apply a character style.
C) Apply a text effect.
D) Add paragraph shading.

Question 19 - Multiple Choice Points: 1

Isaiah needs to add a copyright symbol (©) to his document. He should do which of the following?

A) Insert an online picture of a copyright symbol.
B) Insert a symbol from the Symbol gallery.
C) Use Shapes to draw a copyright symbol.

Question 24 - Multiple Choice Points: 1

Gabrielle opened a document that has a large number of tab stops in undesired locations. She wants the tab stops removed. She should do which of the following?

A) Insert new tab stops in the document.

B) Remove all paragraph characters from the document.

C) Clear all tab stops from the document.

Question 10 - True/False Points: 1

True or False: To copy formatting from one selection of text to another, use the Format Painter.

A) True B) False

Question 6 - True/False Points: 1

True or False: To add a border to a picture, click the Picture Effects button.

A) True B) False

Question 7 - True/False Points: 1

True or False: To set a tab stop, use the Increase Indent button.

A) True B) False

Question 22 - Multiple Choice Points: 1

Ashley needs to duplicate a picture in her document. She should do which of the following?

A) Use the Picture Layout button to create a duplicate image.

B) Use the Format Painter to copy the picture.

C) Use the Picture Effects button to create a mirror image of the picture.

D) Copy and paste the picture.

Question 13 - True/False Points: 1

True or False: To insert an organization chart (SmartArt), click the Insert Bar Graph button.

A) True B) False

Question 29 - Multiple Choice Points: 1

Sydney has created a table with two columns to store the name and e-mail address of clients. She needs to add additional information about phone numbers. She should do which of the following?

A) Create a new table.
B) Add a column.
C) Add a row.

Question 18 - True/False Points: 1

True or False: One way to turn off the Format Painter is to press ESC.

A) True
B) False

Question 36 - Multiple Choice Points: 1

What is the default margin size in a Word document?

A) .5"
B) 1.5"
C) 1"
D) 2"

Question 33 - Multiple Choice Points: 1

What type of graphic moves independently of text?

A) Moveable
B) Inline
C) Floating
D) Outline