1. The Show/Hide button is used to

   a. display the formatting marks.
   b. change to the print layout view.
   c. hide a document's footnotes.
   d. turn the Spelling and Grammar checking feature on and off.

2. The Title bar displays
   a. the maximize/minimize, restore/down, and close buttons.
   b. the Start button and the name of any open document.
   c. the location of margins and indents.
   d. buttons for the most common commands.

3. With a word processing program such as Word, you can do all the following tasks EXCEPT
   a. create financial worksheets.
   b. edit and format text.
   c. duplicate, cut, and move text.
   d. create memos, reports, and letters.

4. The Taskbar displays

   a. the Start button and the name of any open document.
   b. the location of margins and indents.
   c. the maximize/minimize, restore/down, and close buttons.
   d. buttons for the most common commands.

5. In Word, there are _____ different ways to begin a new document.

   a. five
   b. two
   c. three
   d. four

6. Which of the following is NOT a valid way to begin a new document in Word?

   a. On the Standard toolbar, click the Create New Document button.
   b. Start the Word program; a new blank document displays.
   c. From the menu bar, click File, and then click New.
   d. From the New Document task pane, under New, click Blank Document.

7. To display a missing toolbar, you can

   a. click View menu, click Toolbars, and then click the name of the toolbar you want to display.
   b. click Tools menu, click Show Toolbars, and then click the appropriate toolbar name to display.
   c. right-click to display a shortcut menu, choose Toolbars, and then click the desired toolbar name.
   d. click Tools menu, choose Options, choose the Toolbars tab, and then click the desired toolbar name.

8. Characters called _____ are placed in your document to represent keystroke commands such as Enter, Spacebar, and Tab.

   a. nonprinting characters
   b. blanks
   c. shortcuts
   d. tools

9. The current date is always included on a business letter and is called the

   a. date line.
   b. salutation.
   c. by-line.
   d. date.

10. The greeting in a business letter is called the

   a. salutation.
   b. introduction.
   c. welcome line.
   d. enclosure.

11. The AutoComplete feature assists the user by

   a. suggesting commonly used words and phrases after the first few characters are typed.
   b. suggesting different phrases to complete a business letter.
   c. saving the document at regular intervals.
   d. automatically correcting commonly misspelled words.

12. A purple underscore beneath a date indicates that Word has flagged the date as

   a. a recognizer.
   b. containing a misspelled word.
   c. containing improper punctuation.
   d. a formatting mark.

13. The Page Setup option is found in the following menu:

   a. File menu.
   b. Edit menu.
   c. Format menu.
   d. View menu.

14. To change a document's margins:

   a. click on the File menu, choose the Page Setup dialog box, and click on the Margins tab.
   b. click on the View menu, choose the Header and Footer dialog box, and click on the Margins tab.
   c. click on the Tools menu and choose the Margins dialog box.
   d. click on the Tools menu, choose the Page Setup dialog box, and click on the Margins tab.

15. If you are typing in 12-point text and choose to double-space your document, each line will be _____ high.

   a. 24 points
   b. 6 points
   c. 12 points
   d. 36 points

16. Small boxes that allow you to move through a set of values by clicking up and down arrows are called

    a. spin boxes.
    b. dialog boxes.
    c. toggle boxes.
    d. dial boxes.

17. The _____ allow(s) the user to copy the formatting of a specific text or paragraph and apply it to other parts of the user's document.

    a. Format Painter button
    b. Format Clipboard button
    c. Copy and Paste buttons
    d. Print layout button

18. To find text in a document by using the keyboard, press

    a. Ctrl + F.
    b. Ctrl + X.
    c. Ctrl + C.
    d. Ctrl + Y.

19. To find and replace text in a document by using the keyboard, press

    a. Ctrl + H.
    b. Ctrl + F.
    c. Ctrl + A.
    d. Ctrl + X.

20. To undo an action by using the keyboard, press

    a. Ctrl + Z.
    b. Ctrl + F.
    c. Ctrl + H.
    d. Ctrl + C.

21. To cut text in a document by using the keyboard, press

    a. Ctrl + X.
    b. Ctrl + H.
    c. Ctrl + Y.
    d. Ctrl + F.

22. To insert a manual line break, press

    a. Shift + Enter.
    b. Ctrl + Enter.
    c. Shift +Ctrl + Enter.
    d. Alt + Enter.

23. To insert a non-breaking space, press

    a. Shift + Ctrl + Spacebar.
    b. Shift + Spacebar.
    c. Ctrl + Spacebar.
    d. Alt + Spacebar.

24. A smart tag gives the user

    a. quick access to relevant commands.
    b. information about proper names and places.
    c. alternate spellings.
    d. the option of changing text to bold or italics.

25. A small button that gives you quick access to relevant commands is a(n)

    a. smart tag.
    b. Undo.
    c. research.
    d. screen tip.

26. Using the Undo button, you can undo the action(s) taken

    a. since the last time you saved the document.
    b. since the document was first created.
    c. since the last time you cut and pasted text.
    d. since the last time you printed the document.

27. A movable, resizable container to hold text or graphics is called a

    a. text box.
    b. circle.
    c. diagram.
    d. grid.

28. A picture can be placed into a document from the

    a. Insert menu.
    b. View menu.
    c. Picture menu.
    d. Format menu.

29. To insert a picture that is located in an area other than the Microsoft Clip Art Gallery, choose

    a. Insert, Picture, From File.
    b. View, Picture, From File.
    c. Insert, Clip Art, From File.
    d. Format, Picture, From File.

30. The small black boxes that display around a selected image are called _____ handles.

    a. sizing
    b. selection
    c. inline
    d. floating

31. Which tab of the Format Picture dialog box is used to change wrapping and alignment options?

    a. Layout
    b. Wrapping
    c. Alignment
    d. Image

32. After one of the wrapping options has been applied to an image, the result is that

    a. you can move the image anywhere on the page.
    b. the image is converted to an inline image.
    c. the image is anchored.
    d. the image is automatically aligned with the right margin.

33. To resize images proportionally, drag the

    a. corner-sizing handles.
    b. side-sizing handles.
    c. layout tab.
    d. ratio handle.

34. The thickness of a line is also called the

    a. weight.
    b. font.
    c. end size.
    d. attribute.

35. To increase the thickness of a line:

    a. right-click to select the line, choose Format AutoShape, Colors and Lines tab, Line, Weight spin box up arrow.
    b. right-click to select the line, click the Bold button.
    c. right-click to select the line, choose Set AutoShape defaults, Lines, Weight, Reset.
    d. right-click to select the line, choose Format, AutoFormat, Line Weight.

36. An image that can be moved to anywhere on the page is called a(n) _____ image.

    a. floating
    b. inline
    c. flowing
    d. positional

37. An image can be converted from an inline image to a floating image by changing the _____ options.

    a. wrapping
    b. characteristic
    c. graphic
    d. objective

38. The following sequence is used to change the wrapping and alignment options of a picture:

    a. Format, Picture, choose Layout tab.
    b. Insert, Picture, choose Layout tab.
    c. View, Picture, Options, choose Layout tab.
    d. Format, Picture, choose Wrapping tab.

39. The _____ feature changes text into a decorative graphic.

    a. WordArt
    b. WordGraphic
    c. WordText
    d. ClipArt

40. To access the WordArt feature, use the following sequence:

    a. Insert, Picture, WordArt.
    b. Format, WordArt.
    c. type the desired text, highlight, right-click, and choose WordArt option.
    d. Insert, WordArt.

41. To display a missing toolbar:

    a. View, Toolbars, choose the desired toolbar.
    b. Insert, Toolbars, choose the desired toolbar.
    c. Tools, Display Toolbars, choose the desired toolbar.
    d. View, Task Pane, use the shortcut menu and choose the desired toolbar.

42. A newsletter's masthead should be

    a. short and distinctive.
    b. short and general.
    c. centered.
    d. as long as necessary to describe the newsletter completely.

43. Extensive amounts of text in a newsletter are easiest to read when

    a. columns are narrow.
    b. columns are wide.
    c. text is bold.
    d. text is single-spaced.

44. The maximum number of columns you should use in a newsletter in portrait orientation, on 5 x 11-inch paper, is

    a. three.
    b. one.
    c. two.
    d. four.

45. Newsletters are typically

    a. two to three columns wide.
    b. single column width.
    c. three to four columns wide.
    d. four to five columns wide.

46. If a column does not end where you want, you can insert a(n)

    a. manual column break.
    b. blank line.
    c. insertion point.
    d. border.

47. Text in narrow columns should usually be

    a. justified.
    b. aligned left.
    c. centered.
    d. aligned right.

48. To apply shading to the entire paragraph, first select the paragraph, and then click

    a. Format, Borders and Shading, Shading tab, and choose the desired style.
    b. Format, Paragraph, Borders and Shading, choose the desired style.
    c. Insert, Object, Borders and Shading, choose the desired style.
    d. Insert, Text Box, a box displays around the highlighted text.

49. If you would like to add a simple border to your text, you can use the

    a. Outside Border button.
    b. Inside Border button.
    c. Shade button.
    d. Box button.

50. Titles frequently utilize capital letters that are the size of lowercase letters, called

    a. small caps.
    b. reduced caps.
    c. large caps.
    d. lower caps.