

Word 2016 - Module 2: Editing Documents

**Test Bank for Illustrated Microsoft Office 365 and Word 2016 Comprehensive 1st Edition  
Duffy and Cram 9781305878303**

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Solution Manual

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1. When you move text to a new location using drag and drop, that text is added to the Clipboard.

- a. True
- b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* Cut and Paste Text  
Word 26

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* ENDW.DUFF.16.036 - Cut and paste text

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2. When you use the Save command to save changes to a file, you overwrite the stored file.

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Cut and Paste Text  
Word 26

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* ENDW.DUFF.16.037 - Open a document and save it with a new filename

*DATE CREATED:* 2/26/2016 7:45 PM

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3. The last item you cut or copy from a document is added to both the Office Clipboard and the system Clipboard.

- a. True
- b. False

*ANSWER:* True

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

## Word 2016 - Module 2: Editing Documents

*POINTS:* 1

*REFERENCES:* Cut and Paste Text

## Word 2016 - Module 2: Editing Documents

Word 26

*QUESTION TYPE:* True / False  
*HAS VARIABLES:* False  
*LEARNING OBJECTIVES:* ENDW.DUFF.16.036 - Cut and paste text  
*DATE CREATED:* 2/26/2016 7:45 PM  
*DATE MODIFIED:* 2/26/2016 7:45 PM

4. You can set the Office Clipboard to open automatically any time you cut or copy two items consecutively.

- a. True
- b. False

*ANSWER:* True  
*POINTS:* 1  
*REFERENCES:* Use the Office Clipboard  
Word 30

*QUESTION TYPE:* True / False  
*HAS VARIABLES:* False  
*LEARNING OBJECTIVES:* ENDW.DUFF.16.038 - Copy and cut items to the Clipboard  
*DATE CREATED:* 2/26/2016 7:45 PM  
*DATE MODIFIED:* 2/26/2016 7:45 PM

5. Clicking the Find button in the Editing group opens the Navigation pane.

- a. True
- b. False

*ANSWER:* True  
*POINTS:* 1  
*REFERENCES:* Find and Replace Text  
Word 32

*QUESTION TYPE:* True / False  
*HAS VARIABLES:* False  
*LEARNING OBJECTIVES:* ENDW.DUFF.16.039 - Find text with the Navigation pane  
*DATE CREATED:* 2/26/2016 7:45 PM  
*DATE MODIFIED:* 2/26/2016 7:45 PM

6. Word inserts an AutoCorrect entry after you press [Spacebar] or a punctuation mark.

- a. True
- b. False

*ANSWER:* True  
*POINTS:* 1  
*REFERENCES:* Check Spelling and Grammar  
Word 35

*QUESTION TYPE:* True / False  
*HAS VARIABLES:* False  
*LEARNING OBJECTIVES:* ENDW.DUFF.16.040 - Correct spelling errors

## Word 2016 - Module 2: Editing Documents

ENDW.DUFF.16.041 - Correct grammar errors

*DATE CREATED:* 2/26/2016 7:45 PM

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7. You can create your own AutoCorrect entries.

a. True

b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Check Spelling and Grammar  
Word 35

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* ENDW.DUFF.16.040 - Correct spelling errors

*DATE CREATED:* 2/26/2016 7:45 PM

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8. To test a hyperlink, press [Ctrl] and then click the hyperlink.

a. True

b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Add Hyperlinks  
Word 38

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* ENDW.DUFF.16.042 - Test hyperlinks

*DATE CREATED:* 2/26/2016 7:45 PM

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9. When you copy text, the text is removed from the document. \_\_\_\_\_

*ANSWER:* False - cut

*POINTS:* 1

*REFERENCES:* Cut and Paste Text  
Word 26  
Copy and Paste Text  
Word 28

*QUESTION TYPE:* Modified True / False

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* ENDW.DUFF.16.036 - Cut and paste text  
ENDW.DUFF.16.043 - Copy and paste text

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## Word 2016 - Module 2: Editing Documents

10. The Office Clipboard can only hold one item at a time. \_\_\_\_\_

**ANSWER:** False - system clipboard

**POINTS:** 1

**REFERENCES:** Cut and Paste Text  
Word 26

**QUESTION TYPE:** Modified True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENDW.DUFF.16.036 - Cut and paste text

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11. You can use the View Side by Side button in the Window group on the VIEW tab to display two open documents horizontally at the same time. \_\_\_\_\_

**ANSWER:** True

**POINTS:** 1

**REFERENCES:** Use the Office Clipboard  
Word 31

**QUESTION TYPE:** Modified True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENDW.DUFF.16.038 - Copy and cut items to the Clipboard

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12. If Word flags a word as misspelled that is spelled correctly, right-click the word and then click Accept Spelling.

**ANSWER:** False - Ignore, Ignore All

**POINTS:** 1

**REFERENCES:** Check Spelling and Grammar  
Word 34

**QUESTION TYPE:** Modified True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENDW.DUFF.16.044 - Ignore correctly spelled words

**DATE CREATED:** 2/26/2016 7:45 PM

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13. A(n) hyperlink is a text or graphic that, when clicked, jumps the viewer to a different location or program.

**ANSWER:** True

**POINTS:** 1

**REFERENCES:** Add Hyperlinks  
Word 38

**QUESTION TYPE:** Modified True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENDW.DUFF.16.045 - Insert a hyperlink

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14. Which command is used to create a duplicate copy of a file, while leaving the original file intact?

- a. Save As
- b. Save
- c. New Document
- d. Copy File

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Cut and Paste Text  
Word 26

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* ENDW.DUFF.16.037 - Open a document and save it with a new filename

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15. "Drag and drop" describes what operation?

- a. Copying text to the Clipboard
- b. Moving text using the mouse
- c. Moving text using keyboard shortcuts
- d. Deleting text

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* Cut and Paste Text  
Word 26

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* ENDW.DUFF.16.036 - Cut and paste text

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16. The Office Clipboard can hold up to how many items?

- a. 1
- b. 24
- c. 10
- d. 50

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* Cut and Paste Text  
Word 26

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* ENDW.DUFF.16.036 - Cut and paste text

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17. Which command is used to insert text that is stored on the Clipboard into a document?

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- a. Copy
- b. Drop
- c. Paste
- d. Insert

**ANSWER:** c  
**POINTS:** 1  
**REFERENCES:** Cut and Paste Text  
Word 26  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** ENDW.DUFF.16.036 - Cut and paste text  
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18. Where is the Show/Hide ¶ button?
- a. in the Paragraph group on the HOME tab
  - b. in the Symbols group on the DESIGN tab
  - c. in the Symbols group on the INSERT tab
  - d. in the Paragraph group on the LAYOUT tab

**ANSWER:** a  
**POINTS:** 1  
**REFERENCES:** Cut and Paste Text  
Word 26  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** ENDW.DUFF.16.046 - Edit text using formatting marks  
**DATE CREATED:** 2/26/2016 7:45 PM  
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19. Which of the following is NOT a way to add the selected text to the Clipboard?
- a. Press [Ctrl][X].
  - b. Use the mouse to drag the text to the Clipboard.
  - c. Press [Ctrl][C].
  - d. Click the Copy button.

**ANSWER:** b  
**POINTS:** 1  
**REFERENCES:** Cut and Paste Text  
Word 26  
Cut and Paste Text  
Word 27  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** ENDW.DUFF.16.036 - Cut and paste text  
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20. What is the keyboard shortcut for saving a document?

- a. [Ctrl][A]
- b. [Ctrl][X]
- c. [Ctrl][S]
- d. [Ctrl][C]

ANSWER: c

POINTS: 1

REFERENCES: Cut and Paste Text  
Word 27

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: ENDW.DUFF.16.037 - Open a document and save it with a new filename

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21. What is the keyboard shortcut for pasting text?

- a. [Ctrl][C]
- b. [Ctrl][P]
- c. [Ctrl][X]
- d. [Ctrl][V]

ANSWER: d

POINTS: 1

REFERENCES: Cut and Paste Text  
Word 27

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: ENDW.DUFF.16.036 - Cut and paste text

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22. What is the keyboard shortcut for cutting text?

- a. [Ctrl][X]
- b. [Ctrl][C]
- c. [Ctrl][Q]
- d. [Ctrl][A]

ANSWER: a

POINTS: 1

REFERENCES: Cut and Paste Text  
Word 27

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: ENDW.DUFF.16.036 - Cut and paste text

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23. Where are the Word keyboard shortcuts listed?

- a. in the Shortcut dialog box
- b. in Word ScreenTips for the command
- c. in the Shortcut task pane
- d. on the Shortcut tab

ANSWER: b



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**POINTS:** 1  
**REFERENCES:** Cut and Paste Text  
Word 27  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** ENDW.DUFF.16.036 - Cut and paste text  
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24. Which of the following is NOT an option in the Paste Options menu?
- a. Keep Source Formatting
  - b. Merge Formatting
  - c. Keep Text Only
  - d. Match Formatting

**ANSWER:** d  
**POINTS:** 1  
**REFERENCES:** Copy and Paste Text  
Word 28  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** ENDW.DUFF.16.047 - Format pasted text with the Paste Options button  
**DATE CREATED:** 2/26/2016 7:45 PM  
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25. Which button is used to display two different parts of the same document in the document window?
- a. Two Pages
  - b. Divide
  - c. Split
  - d. Double Window

**ANSWER:** c  
**POINTS:** 1  
**REFERENCES:** Copy and Paste Text  
Word 28  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** ENDW.DUFF.16.043 - Copy and paste text  
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26. If a document window has been split into two panes, how can you restore the window to a single pane?
- a. Double-click the split bar.
  - b. Right-click the split bar and click Remove Split.
  - c. Drag the split bar to the bottom of the document.
  - d. Right-click one of the panes and click Close Pane.

**ANSWER:** a  
**POINTS:** 1  
**REFERENCES:** Copy and Paste Text

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Word 28

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* ENDW.DUFF.16.043 - Copy and paste text

*DATE CREATED:* 2/26/2016 7:45 PM

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27. Which of the following does *NOT* happen when you copy an item to the Office Clipboard?

- a. The item is added to the top of the Clipboard task pane.
- b. Existing items move down the task pane.
- c. The text you copied remains in its original location.
- d. The Clipboard task pane automatically opens.

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* Use the Office Clipboard  
Word 30

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* ENDW.DUFF.16.048 - Paste items from the Clipboard

*DATE CREATED:* 2/26/2016 7:45 PM

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28. 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.

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* Use the Office Clipboard  
Word 30

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* ENDW.DUFF.16.048 - Paste items from the Clipboard

*DATE CREATED:* 2/26/2016 7:45 PM

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29. What kind of items can be stored on the Office Clipboard?

- a. Items collected from Word only.
- b. Items collected from any program.
- c. Items collected from any word processing program.
- d. Items collected from any Office program.

*ANSWER:* d

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**POINTS:** 1  
**REFERENCES:** Use the Office Clipboard  
Word 30  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** ENDW.DUFF.16.038 - Copy and cut items to the Clipboard  
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30. Which of the following does *NOT* happen when you add a 25th item to the Office Clipboard?
- The last item you collected is deleted.
  - The first item you collected is deleted.
  - The existing items on the Clipboard are moved down the task pane.
  - The new item is displayed at the top of the Clipboard task pane.

**ANSWER:** a  
**POINTS:** 1  
**REFERENCES:** Use the Office Clipboard  
Word 30  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** ENDW.DUFF.16.038 - Copy and cut items to the Clipboard  
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31. How do you delete an individual item from the Office Clipboard?
- Click the item, then press the Delete key.
  - Click the list arrow next to the item, and then click Delete.
  - Click the icon to the left of the item.
  - Paste the item in the document.

**ANSWER:** b  
**POINTS:** 1  
**REFERENCES:** Use the Office Clipboard  
Word 30  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** ENDW.DUFF.16.048 - Paste items from the Clipboard  
**DATE CREATED:** 2/26/2016 7:45 PM  
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32. How do you open the Clipboard task pane?
- The Clipboard launches automatically when you copy or cut text.
  - Click the Paste list arrow in the Clipboard group, then click Clipboard.
  - Click the launcher in the Clipboard group.

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d. Click the Clipboard button on the VIEW tab.

**ANSWER:** c

**POINTS:** 1

**REFERENCES:** Use the Office Clipboard  
Word 30

**QUESTION TYPE:** Multiple Choice

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENDW.DUFF.16.038 - Copy and cut items to the Clipboard

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33. Which command do you use to display two open documents at the same time?

- a. Split
- b. New Window
- c. Arrange All
- d. Switch Windows

**ANSWER:** c

**POINTS:** 1

**REFERENCES:** Use the Office Clipboard  
Word 31

**QUESTION TYPE:** Multiple Choice

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENDW.DUFF.16.038 - Copy and cut items to the Clipboard

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34. Which feature can you use to highlight all instances of a word in a document?

- a. The Find command in the Navigation pane
- b. Spelling and Grammar
- c. Thesaurus
- d. AutoCorrect

**ANSWER:** a

**POINTS:** 1

**REFERENCES:** Find and Replace Text  
Word 32

**QUESTION TYPE:** Multiple Choice

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENDW.DUFF.16.039 - Find text with the Navigation pane

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35. What tab can you use to quickly move the insertion point to a specific page or heading?

- a. Find
- b. Next Item
- c. Go To
- d. Search

**ANSWER:** c

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**POINTS:** 1  
**REFERENCES:** Find and Replace Text  
Word 33  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** ENDW.DUFF.16.049 - Navigate a document  
**DATE CREATED:** 2/26/2016 7:45 PM  
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36. Which feature would you use to correct words that you frequently misspell as you type?
- a. Spelling and Grammar
  - b. AutoCorrect
  - c. Find and Replace
  - d. AutoComplete

**ANSWER:** b  
**POINTS:** 1  
**REFERENCES:** Check Spelling and Grammar  
Word 35  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** ENDW.DUFF.16.040 - Correct spelling errors  
**DATE CREATED:** 2/26/2016 7:45 PM  
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37. Which feature can you use to find and insert a synonym for an overused word?
- a. AutoCorrect
  - b. Spelling and Grammar
  - c. Find and Replace
  - d. Thesaurus

**ANSWER:** d  
**POINTS:** 1  
**REFERENCES:** Research Information  
Word 36  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** ENDW.DUFF.16.050 - Find synonyms using the Thesaurus  
**DATE CREATED:** 2/26/2016 7:45 PM  
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38. To which of the following does the Research task pane *NOT* provide access?
- a. dictionaries
  - b. Web search engines
  - c. translations
  - d. Find and Replace

**ANSWER:** d  
**POINTS:** 1  
**REFERENCES:** Research Information  
Word 36  
**QUESTION TYPE:** Multiple Choice

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*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* ENDW.DUFF.16.050 - Find synonyms using the Thesaurus

*DATE CREATED:* 2/26/2016 7:45 PM

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39. 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. Web journal
- b. Blog
- c. Web page
- d. Chat

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* Research Information  
Word 36

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* ENDW.DUFF.16.050 - Find synonyms using the Thesaurus

*DATE CREATED:* 2/26/2016 7:45 PM

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40. By default, as you type Word will automatically create a hyperlink to\_\_\_\_\_.

- a. the words Your Name
- b. the name of a Web site
- c. an e-mail address
- d. the name of a company with a Web page

*ANSWER:* c

*POINTS:* 1

*REFERENCES:* Add Hyperlinks  
Word 38

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* ENDW.DUFF.16.045 - Insert a hyperlink

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41. What tool helps you detect and remove private or confidential information from a document?

- a. Document Inspector
- b. Protect Document
- c. Privacy Inspector
- d. Prepare Document

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Work with Document Properties  
Word 40

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* ENDW.DUFF.16.051 - Remove document properties

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42. User-defined details about a document that describe its contents and origin are known as \_\_\_\_\_.

- a. document properties
- b. document summaries
- c. document details
- d. document information

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Work with Document Properties  
Word 40

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* ENDW.DUFF.16.052 - Edit document properties

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43. Which tab in the Properties dialog box shows information about revisions to the document as well as the number of pages, word, lines, paragraphs, and characters in the file?

- a. Statistics
- b. General
- c. Contents
- d. Summary

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Work with Document Properties  
Word 41

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* ENDW.DUFF.16.053 - Modify advanced document properties

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*DATE MODIFIED:* 2/26/2016 7:45 PM

44. You can cut and paste text using the buttons on the \_\_\_\_\_ group on the HOME tab.

*ANSWER:* Clipboard

*POINTS:* 1

*REFERENCES:* Cut and Paste Text  
Word 26

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* ENDW.DUFF.16.036 - Cut and paste text

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45. A(n) \_\_\_\_\_ is a combination of keys that you press to perform a command.

*ANSWER:* shortcut key  
keyboard shortcut

*POINTS:* 1

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**REFERENCES:** Cut and Paste Text  
Word 27

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENDW.DUFF.16.036 - Cut and paste text

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46. To reverse the last action you took in a document, click the \_\_\_\_\_ button on the Quick Access toolbar.

**ANSWER:** Undo

**POINTS:** 1

**REFERENCES:** Copy and Paste Text  
Word 28

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENDW.DUFF.16.043 - Copy and paste text

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47. Click the \_\_\_\_\_ button on the Clipboard task pane to remove all the items from the Office Clipboard at once.

**ANSWER:** Clear All

**POINTS:** 1

**REFERENCES:** Use the Office Clipboard  
Word 30

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENDW.DUFF.16.038 - Copy and cut items to the Clipboard

**DATE CREATED:** 2/26/2016 7:45 PM

**DATE MODIFIED:** 2/26/2016 7:45 PM

48. When you select the \_\_\_\_\_ check box in the Find and Replace dialog box, Word finds only exact matches for uppercase and lowercase characters as entered in the Find what text box.

**ANSWER:** Match case

**POINTS:** 1

**REFERENCES:** Find and Replace Text  
Word 32

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENDW.DUFF.16.054 - Replace text

**DATE CREATED:** 2/26/2016 7:45 PM

**DATE MODIFIED:** 2/26/2016 7:45 PM



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49. The \_\_\_\_\_ option on the Info screen lets you mark a document as read-only.

**ANSWER:** Protect Document

**POINTS:** 1

**REFERENCES:** Work with Document Properties  
Word 40

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENDW.DUFF.16.052 - Edit document properties

**DATE CREATED:** 2/26/2016 7:45 PM

**DATE MODIFIED:** 2/26/2016 7:45 PM

50. The \_\_\_\_\_ option on the Info screen lets you remove unwanted information from a document, check for content that people with disabilities might find difficult to read, and check the document for features that are unsupported by previous versions of Word.

**ANSWER:** Check for Issues

**POINTS:** 1

**REFERENCES:** Work with Document Properties  
Word 40

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENDW.DUFF.16.052 - Edit document properties

**DATE CREATED:** 2/26/2016 7:45 PM

**DATE MODIFIED:** 2/26/2016 7:45 PM

51. Explain what the Word Count dialog box is and what it contains.

**ANSWER:** The Word Count dialog box lists the number of pages, words, characters, paragraphs, and lines included in the selected text. The status bar also displays the number of words included in the selected text and the total number of words in the entire document. If you want to view the page, character, paragraph, and line count for the entire document, make sure nothing is selected in your document, and then click Word Count in the Proofing group.

**POINTS:** 1

**REFERENCES:** Research Information  
Word 36

**QUESTION TYPE:** Essay

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENDW.DUFF.16.055 - Check word count

**TOPICS:** Critical Thinking

**DATE CREATED:** 2/26/2016 7:45 PM

**DATE MODIFIED:** 2/26/2016 7:45 PM

52. Discuss the use of dictionary apps and explain what Apps for Office are.

**ANSWER:** Instead of a built-in dictionary, Word includes the ability to install a free dictionary app from the Office Store that you can use to look up the definitions of words. A dictionary app is just one of many Apps for Office that are available in Word. Apps for Office are small programs embedded in Word that allow you to access information on the Web without having to leave

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Word. For example, you can look up something on Wikipedia, insert an online map in one of your documents, or access dictionaries and other reference sources, all from within Word using an app. To install the free dictionary app from the Office Store for the first time, click the Define button in the Proofing group on the REVIEW tab, decide which dictionary you want, and then click the Download button associated with the dictionary you want in order to install that dictionary. After the dictionary is installed, it will open automatically in the Dictionary pane whenever you click Define. If you want to download other dictionaries or other apps, click the Apps for Office button in the Apps group on the INSERT tab, click More apps, find the app you want, and then click Add or Buy. Some apps are free, and some require purchase. Word allows you to choose one dictionary app for free. To use an app, click the Apps for Office button, click My Apps to see your list of apps, and then double-click the app you want to use.

**POINTS:** 1  
**REFERENCES:** Research Information  
 Word 37  
**QUESTION TYPE:** Essay  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** ENDW.DUFF.16.050 - Find synonyms using the Thesaurus  
**TOPICS:** Critical Thinking  
**DATE CREATED:** 2/26/2016 7:45 PM  
**DATE MODIFIED:** 2/26/2016 7:45 PM

53. Discuss sharing documents from within Word, including e-mailing and faxing.

**ANSWER:** Word includes several options for distributing and sharing documents over the Internet directly from within Word, including saving a document to OneDrive for others to view and edit, e-mailing a document, presenting a document online so others can view it in a Web browser, and posting a document to a blog. To share a document, open the file in Word, click the FILE tab, click Share, and then click one of the Share options. When you e-mail a document from within Word, the document is sent as an attachment to an e-mail message using your default e-mail program. You can choose to attach the document as a Word file, a .pdf file, or an .xps file, or to send it as an Internet fax. When you click an option, a message window opens that includes the filename of the current file as the message subject and the file as an attachment. Type the e-mail address(es) of the recipient(s) in the To and Cc text boxes, any message you want in the message window, and then click Send on the message window toolbar to send the message. The default e-mail program sends a copy of the document to each recipient. Note that faxing a document directly from Word requires registration with a third-party Internet fax service. Fax services generally charge a monthly or per page fee for sending and receiving faxes.

**POINTS:** 1  
**REFERENCES:** Add Hyperlinks  
 Word 39  
**QUESTION TYPE:** Essay  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** ENDW.DUFF.16.056 - E-mail a document from Word  
**TOPICS:** Critical Thinking  
**DATE CREATED:** 2/26/2016 7:45 PM  
**DATE MODIFIED:** 4/15/2016 2:24 AM

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54. Megan needs to distribute a document over the Internet. Before she does so, what should she do to ensure that her private information is removed and that the file is accessible to as many people as possible?

**ANSWER:** Megan should first follow these steps to ensure that her private and confidential information is removed from the document:

1. Click the FILE tab to open Backstage view.
2. Click the Check for Issues button then click Inspect Document to open the Document Inspector.
3. Make sure all check boxes are selected, then click Inspect.
4. Click Remove All next to each category to ensure that sensitive information is removed, then click Close.

She should then use the other Check for Issues options to ensure that the document is accessible to people with disabilities and that it is compatible with previous versions of Microsoft Word.

**POINTS:**

1

**REFERENCES:**

Work with Document Properties  
Word 40

**QUESTION TYPE:**

Subjective Short Answer

**HAS VARIABLES:**

False

**LEARNING OBJECTIVES:**

ENDW.DUFF.16.051 - Remove document properties

**TOPICS:**

Critical Thinking

**DATE CREATED:**

2/26/2016 7:45 PM

**DATE MODIFIED:**

2/26/2016 7:45 PM

55. Megan decides that she wants to protect her document by restricting who can view and edit it. What are two things she can do to protect her document?

**ANSWER:** Megan can use the Protect Document option on the Info tab in Backstage view to do the following:

1. She can mark the document as final so that it is read-only and cannot be edited.
2. She can encrypt the document so that a password is required to open it

**POINTS:**

1

**REFERENCES:**

Work with Document Properties  
Word 40

**QUESTION TYPE:**

Subjective Short Answer

**HAS VARIABLES:**

False

**LEARNING OBJECTIVES:**

ENDW.DUFF.16.053 - Modify advanced document properties

**TOPICS:**

Critical Thinking

**DATE CREATED:**

2/26/2016 7:45 PM

**DATE MODIFIED:**

2/26/2016 7:45 PM

56. Keith wants to use Word to publish an article to the Internet, so that other people can read and respond to it. What steps does he need to take to do this?

**ANSWER:** Keith should publish his article as an online blog. There are two ways he could do this:

1. He can write the article as a new blog post. He would click New on the FILE tab then

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double-click Blog post to open a predesigned blog post document. He can write his article in this template, format the article, and add images.

2. He could publish an existing document as a blog by opening the document, clicking the FILE tab, clicking Share, and then clicking Post to Blog.

Either way, he needs to first obtain a blog account with a blog service provider if he does not already have one, and then register his blog account with Word.

**POINTS:**

1

**REFERENCES:**

Research Information  
Word 36

**QUESTION TYPE:**

Subjective Short Answer

**HAS VARIABLES:**

False

**LEARNING OBJECTIVES:**

ENDW.DUFF.16.050 - Find synonyms using the Thesaurus

**TOPICS:**

Critical Thinking

**DATE CREATED:**

2/26/2016 7:45 PM

**DATE MODIFIED:**

2/26/2016 7:45 PM

57. Keith decides that he wants to copy some information from another Word document into a paragraph of his article. He also wants to make sure that the text he copies is formatted the same way as the rest of the paragraph, not the way it was formatted in the original document. How can he do this?

**ANSWER:**

Keith should take the following steps:

1. Open both documents.
2. Select the text he wants to copy.
3. Use the Copy button or [Ctrl][C] to copy the selected text to the Clipboard.
4. Switch to the other document by clicking the button for that document on the task bar. Alternatively, he could use the Arrange All button or the View Side by Side button to display both documents at the same time.
5. Place the insertion point in the location where he wants to paste the text.
6. Use the Paste button or [Ctrl][V] to paste the text at the location of the insertion point. He could also click the item on the Office Clipboard to paste the text.
7. Click the Paste Options button, then select the Keep Text Only option to ensure that the formatting of the text is changed to match the rest of the paragraph.

**POINTS:**

1

**REFERENCES:**

Copy and Paste Text  
Word 28

**QUESTION TYPE:**

Subjective Short Answer

**HAS VARIABLES:**

False

**LEARNING OBJECTIVES:**

ENDW.DUFF.16.047 - Format pasted text with the Paste Options button

**TOPICS:**

Critical Thinking

**DATE CREATED:**

2/26/2016 7:45 PM

**DATE MODIFIED:**

2/26/2016 7:45 PM

58. Keith wants to add a hyperlink to the name of a company in his article, so that readers will be directed to that company's Web site when they click the company's name. How does he do this?

**ANSWER:**

Keith should follow these steps:

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1. Select the name of the company.
2. Click the INSERT tab, then click the Hyperlink button in the Links group to open the Insert Hyperlink dialog box.
3. Click Existing File or Web Page in the Link to section, type the URL of the company's Web site in the Address text box, then click OK.

POINTS: 1

REFERENCES: Add Hyperlinks  
Word 38

QUESTION TYPE: Subjective Short Answer

HAS VARIABLES: False

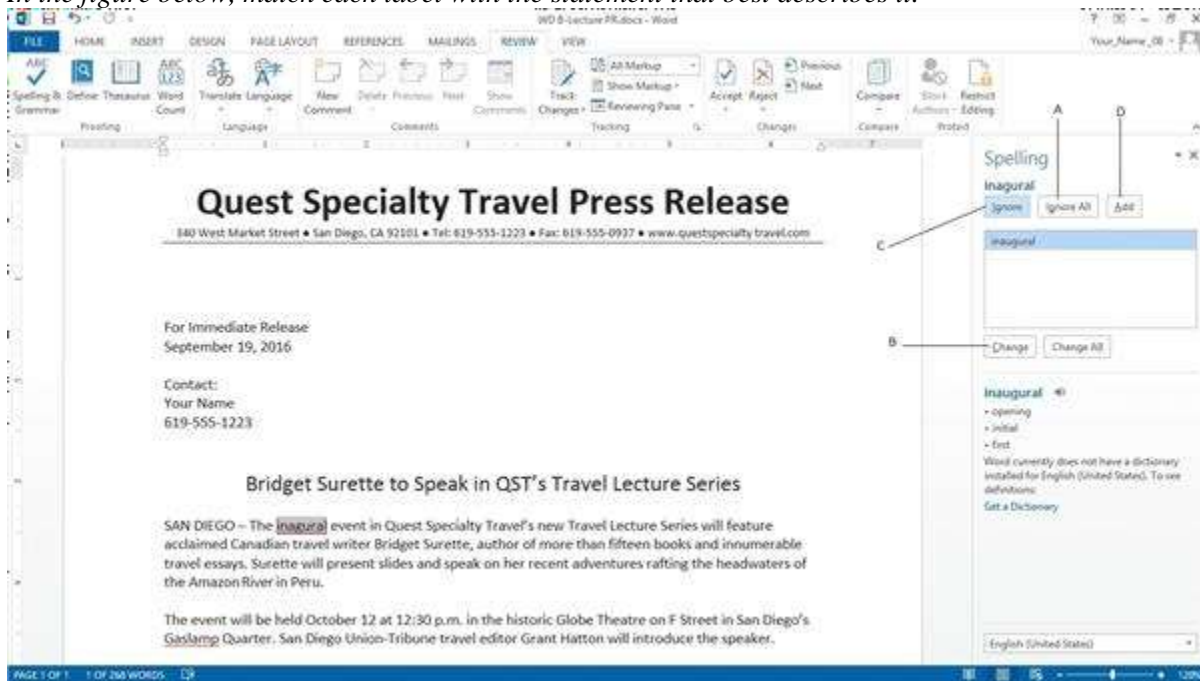
LEARNING OBJECTIVES: ENDW.DUFF.16.045 - Insert a hyperlink

TOPICS: Critical Thinking

DATE CREATED: 2/26/2016 7:45 PM

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



REFERENCES: Check Spelling and Grammar  
Word 35

QUESTION TYPE: Matching

HAS VARIABLES: False

LEARNING OBJECTIVES: ENDW.DUFF.16.040 - Correct spelling errors  
ENDW.DUFF.16.044 - Ignore correctly spelled words

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59. Adjusts a misspelled word to be the selected suggestion.

ANSWER: b

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*POINTS:* 1

60. Passes by an occurrence of a given word.

*ANSWER:* c

*POINTS:* 1

61. Leaves all occurrences of a word unchanged.

*ANSWER:* a

*POINTS:* 1

62. Puts a word in the Word dictionary.

*ANSWER:* d

*POINTS:* 1

63. The "Cut and Paste" option should only be used as a last resort for removing text from location to another.

a. True

b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* Cut and Paste Text  
Word 26

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 4/8/2016 10:08 PM

*DATE MODIFIED:* 4/8/2016 10:12 PM

64. The function keys are used as keyboard shortcuts.

a. True

b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Cut and Paste Text  
Word 27

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 4/8/2016 10:15 PM

*DATE MODIFIED:* 4/8/2016 10:16 PM

65. The navigation pane can be used to expedite the insertion point within a document.

a. True

b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Find and Replace Text

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Word 33

*QUESTION TYPE:* True / False  
*HAS VARIABLES:* False  
*DATE CREATED:* 4/8/2016 10:18 PM  
*DATE MODIFIED:* 4/8/2016 10:19 PM

66. You can fax a document from within Word without registration with a third party fax service.

- a. True
- b. False

*ANSWER:* False  
*POINTS:* 1  
*REFERENCES:* Add Hyperlinks  
Word 39

*QUESTION TYPE:* True / False  
*HAS VARIABLES:* False  
*DATE CREATED:* 4/8/2016 10:20 PM  
*DATE MODIFIED:* 4/8/2016 10:22 PM

67. Add-ins are small programs in Word that allow you to access information on the web without leaving Word.

- a. True
- b. False

*ANSWER:* True  
*POINTS:* 1  
*REFERENCES:* Research Information  
Word 37

*QUESTION TYPE:* True / False  
*HAS VARIABLES:* False  
*DATE CREATED:* 4/8/2016 10:23 PM  
*DATE MODIFIED:* 4/8/2016 10:25 PM

68. If you work with a blog, you must work entirely outside of Word.

- a. True
- b. False

*ANSWER:* False  
*POINTS:* 1  
*REFERENCES:* Research Information  
Word 36

*QUESTION TYPE:* True / False  
*HAS VARIABLES:* False  
*DATE CREATED:* 4/8/2016 10:26 PM  
*DATE MODIFIED:* 4/8/2016 10:27 PM

69. The Smart Lookup tab is found within the Insights group on the Review tab.

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a. Yes

b. No

*ANSWER:* Yes

*POINTS:* 1

*REFERENCES:* Check Spelling and Grammar  
Word 34

*QUESTION TYPE:* Yes / No

*HAS VARIABLES:* False

*DATE CREATED:* 4/8/2016 10:28 PM

*DATE MODIFIED:* 4/8/2016 10:30 PM

70. Once an AutoCorrect entry is created, it cannot be undone.

a. Yes

b. No

*ANSWER:* No

*POINTS:* 1

*REFERENCES:* Check Spelling and Grammar  
Word 35

*QUESTION TYPE:* Yes / No

*HAS VARIABLES:* False

*DATE CREATED:* 4/8/2016 10:33 PM

*DATE MODIFIED:* 4/8/2016 10:34 PM

71. The \_\_\_\_\_ is helpful to vary your language.

*ANSWER:* Thesaurus

*POINTS:* 1

*REFERENCES:* Research Information  
Word 36

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 4/8/2016 10:35 PM

*DATE MODIFIED:* 4/8/2016 10:36 PM

72. A \_\_\_\_\_ is text or a graphic that, when clicked, "jumps" the viewer to a different location or program.

*ANSWER:* Hyperlink

*POINTS:* 1

*REFERENCES:* Add Hyperlinks  
Word 38

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 4/8/2016 10:37 PM

*DATE MODIFIED:* 4/8/2016 10:42 PM

73. What is the difference between 'copying and pasting' and 'cutting and pasting'?



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**ANSWER:** Cutting removes text from a document while copying does not.

**POINTS:** 1

**REFERENCES:** Copy and Paste Text  
Word 28

**QUESTION TYPE:** Objective Short Answer

**HAS VARIABLES:** False

**DATE CREATED:** 4/8/2016 10:52 PM

**DATE MODIFIED:** 4/8/2016 10:53 PM

74. If you want to copy or move items between different parts of a long document it is useful to \_\_\_\_\_ the document in order to see the origin and destination on the screen simultaneously.

**ANSWER:** Split

**POINTS:** 1

**REFERENCES:** Copy and Paste Text  
Word 28

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**DATE CREATED:** 4/8/2016 10:54 PM

**DATE MODIFIED:** 4/8/2016 10:57 PM

75. Document properties are user-defined details about a file that describe its contents and origin.

- a. True
- b. False

**ANSWER:** True

**POINTS:** 1

**REFERENCES:** Work with Document Properties  
Word 40

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**DATE CREATED:** 4/8/2016 10:58 PM

**DATE MODIFIED:** 4/8/2016 11:01 PM