

Name _____

Word Chapter 1 Introduction to Word: Circle the Correct Answer.

- 1) Using _____ software you can create, edit, and format documents.
A) database
B) presentation
C) spreadsheet
D) word processing
- 2) Office 2016's word processing software is called _____.
A) WordPad
B) Notepad
C) Pages
D) Word
- 3) When starting a new Word document, you select the _____ document template.
A) New
B) Blank
C) Empty
D) Standard
- 4) Word's _____ is located on the left side of the title bar and is used to easily save a document or undo or redo a recent command.
A) Quick Access Toolbar
B) Ribbon
C) Insights pane
D) status bar
- 5) Which of the following is *not* displayed in the status bar?
A) Number of pages
B) Number of words
C) Current Position in the document
D) Tell Me search tool
- 6) Word's _____ feature provides support on how to do something and can actually perform it.
A) Cortana
B) Tell Me
C) Siri
D) Help Me
- 7) Word's _____ feature automatically moves words to the next line when the right margin is reached.
A) auto wrap
B) document wrap
C) word wrap
D) line wrap
- 8) Which of the following is *not* represented by a nonprinting character?
A) Soft return
B) Hard return
C) Tab
D) Space
- 9) A _____ is a predesigned document.
A) theme
B) style
C) form
D) template
- 10) The keyboard shortcut to move the insertion point to the beginning of a document is _____.
A) Alt+Home
B) Ctrl+Home
C) Alt+PgUp
D) Ctrl+PgUp

- 11) To share a Word document with others, you can save it to _____, which is your associated cloud storage.
- A) OneDrive
B) DropBox
C) iCloud
D) Google Drive
- 12) Which of the following errors is *not* automatically checked by Word?
- A) Spelling
B) Semantic
C) Word usage
D) Grammatical
- 13) Word indicates possible grammatical mistakes or word usage errors by using underlining them with a _____ wavy line.
- A) red
B) green
C) yellow
D) blue
- 14) To correct a potential spelling, grammatical, or word usage error in a document, you _____ the underlined error and make a selection from the resulting menu.
- A) double-click
B) click
C) right-click
D) triple-click
- 15) Word's _____ contains commands that allow you to edit, share, and print your documents.
- A) Insights pane
B) Quick Access Toolbar
C) Ribbon
D) status bar
- 16) You would use a(n) _____ to display information at the bottom of each page.
- A) footer
B) footnote
C) endnote
D) annotation
- 17) You would use a(n) _____ to display information at the top of each page.
- A) title
B) annotation
C) header
D) heading
- 18) The default settings for margins is _____ inches from the edges of the document.
- A) .5
B) .75
C) 1
D) 1.25
- 19) To change a document's orientation, you begin by clicking the _____ tab on the Ribbon.
- A) Design
B) View
C) Home
D) Layout
- 20) A(n) _____ is text or a graphic that displays behind text on a page.
- A) imprint
B) trademark
C) annotation
D) watermark
- 21) To ensure that two hyphenated words appear on the same line, you would insert a _____ hyphen between them.
- A) nonbreaking
B) simple
C) binding
D) continuous

- 22) To ensure that two consecutive words appear on the same line, you would insert a _____ between them.
- A) nonbreaking space
 - B) line break
 - C) page break
 - D) soft return
- 23) © is an example of _____ that you can insert in a Word document.
- A) symbols
 - B) abbreviations
 - C) icons
 - D) pictograms
- 24) To place a trademark symbol, you begin by clicking the _____ tab on the Ribbon.
- A) Design
 - B) Add-ins
 - C) Layout
 - D) Insert
- 25) Which of the following is *not* a document view?
- A) Print Layout
 - B) Notes
 - C) Draft
 - D) Outline
- 26) To see what a document looks like on the Internet, you would use _____.
- A) Web Layout view
 - B) Draft view
 - C) Read Mode
 - D) Notes view
- 27) Word's _____ provides the most typing space by not showing margins, headers, or other features.
- A) Notes view
 - B) Draft view
 - C) Read Mode
 - D) Print Preview
- 28) You would use Word's _____ view to display a document in a hierarchical form, clearly showing the levels of heading detail.
- A) Presentation
 - B) Annotations
 - C) Outline
 - D) Draft
- 29) When viewing a document in Read Mode, which of the following menu items is *not* displayed?
- A) Insert
 - B) File
 - C) Tools
 - D) View
- 30) Word's Zoom slider is located on the _____.
- A) Quick Access Toolbar
 - B) Ribbon
 - C) status bar
 - D) Insights pane
- 31) Word's _____ shows a document one page at a time.
- A) Print Preview
 - B) Print Layout
 - C) Read Mode
 - D) Draft View
- 32) The keyboard shortcut for inserting a page break is _____.
- A) Alt+Enter
 - B) Shift+Enter
 - C) Ctrl+Enter
 - D) Alt+Shift+Enter
- 33) Information used to identify a document, such as the author or the document purpose is referred to as document _____.
- A) comments
 - B) properties
 - C) attributes
 - D) annotations

- 34) Properties such as keywords and _____ can be used to search for particular document files.
- A) notes
 - B) attributes
 - C) parameters
 - D) tags
- 35) When a document created in Word 97 is opened in Word 2016, the words _____ are displayed in the title bar.
- A) Word 97
 - B) Compatibility Mode
 - C) Update Available
 - D) Incompatible Version
- 36) When creating a document, Word's _____ feature allows you to retrieve a document if your computer loses power.
- A) System Restore
 - B) Auto Backup
 - C) AutoRecover
 - D) AutoSave
- 37) You may want to save a Word 2016 document in a format such as _____, which allows the document to be opened in other applications in addition to Word.
- A) PPT
 - B) RTF
 - C) MP3
 - D) JPG
- 38) You can run Word's _____ to find reveal any hidden or personal data in a document.
- A) Document Viewer
 - B) Document Inspector
 - C) Spam Filter
 - D) Defender
- 39) Which of the following is *not* checked by the Document Inspector?
- A) Spelling
 - B) Comments
 - C) Document Properties
 - D) Watermarks
- 40) Which of the following *cannot* be adjusted in Word's Printer Settings?
- A) Page orientation
 - B) Font size
 - C) Paper size
 - D) Document margins