

Key Applications



A Quick Review of Unit 4 – Using Microsoft Word 2010

#1

What is word wrap and how do you end it?



Review

When you have typed enough words to fill a line, Word automatically shifts to the beginning of the next line. End word wrap by pressing Enter.

Show

Mark for Review

Next

#2

How can you show formatting codes?



Review

On the **Home** tab, in the
Paragraph group, click
Show/Hide ¶

Show

Mark for Review

Next

#3

When would you press Shift+Enter instead of Enter?



Review

Press Enter to end word wrap or for a blank line. Press Shift+Enter to insert a line break that keeps the lines together as if they were a paragraph.

Show

Mark for Review

Next

#4

How many characters can be used when naming a file?



Review

You have up to 255 characters for the file name, including the drive and path. You may want to keep it brief and descriptive to be able to find the file easily.

Show

Mark for Review

Next

#5

After saving a file once, why use Save As for the same file?



Review

Use Save As for the same file when you want to give this file a different name than what you saved it with originally.

Show

Mark for Review

Next

#6

Why use Document Properties?



Review

Use Document Properties to summarize key aspects of a document to help you find the file in future.

Show

Mark for Review

Next

#7

Which key can help extend
the selection of text?



Review

The Shift key

Show

Mark for Review

Next

#8

Which key can you use to select non-consecutive text?



Review

The Ctrl key

Show

Mark for Review

Next

#9

Which view displays the contents exactly as they are laid out?



Review

Print Layout

Show

Mark for Review

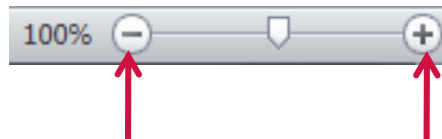
Next

#10

To zoom by 10% increments,
which option would you use?



Review



Press these buttons on
the zoom slider.

Show

Mark for Review

Next

#11

To display the list of
consecutive actions to undo...



Review



Click here on **Undo**

Show

Mark for Review

Next

#12

What is this button called?



Review



Redo or Repeat

Show

Mark for Review

Next

#13

How can you delete an item from the Office Clipboard?



Review

Point at the item in the Clipboard, click the arrow for that item, and then click **Delete**.

Show

Mark for Review

Next

#14

What does character formatting refer to?



Review

Any feature that changes the appearance of characters on the screen and in print.

Show

Mark for Review

Next

#15

Why use the Font dialog box?



Review

It contains more formatting effects and options than on the Ribbon or Mini toolbar.

Show

Mark for Review

Next

#16

What does the following
symbol mean?



Review



The **Format Painter** is active.

Show

Mark for Review

Next

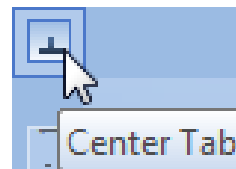
#17

How do you choose a tab alignment to put on the ruler?



Review

Click the Tab Selector box until the appropriate tab alignment character appears.



Show

Mark for Review

Next

#18

Where are the default tab stops set?



Review

By default, they are set
at every 0.5" (1.27cm).

Show

Mark for Review

Next

#19

What does → indicate when viewing text with formatting codes?



Review

This indicates every time the Tab key was pressed.

Employee	→	Gross Pay	→	Deductions	→	Net Pay
R. Kennedy	→	3,200	→	1,280	→	1,920
B. Jensen	→	2,500	→	750	→	1,750
C. Wu	→	2,500	→	750	→	1,750
J. Mills	→	2,300	→	690	→	1,610

Show

Mark for Review

Next

#20

When might you use the Tabs dialog box?



Review

To set precise measurements for the tab stops, to enter all tabs and options at the same time, or to set dot leaders with tab stops.

Show

Mark for Review

Next

#21

How do you delete a tab stop on the ruler?



Review

Click the tab stop you want to delete, and then drag this tab stop off the ruler.

Show

Mark for Review

Next

#22

How can you adjust a tab stop on the ruler?



Review

Click the tab stop on the ruler to adjust, and drag it left or right to the new measurement on the ruler.

Show

Mark for Review

Next

#23

What is an indented paragraph?



Review

A paragraph that aligns along a temporary left and/or right margin.

Show

Mark for Review

Next

#24

Give an example of how you would use hanging indents.



Review

Use hanging indents for text such as bibliographies or bulleted or numbered lists.

Show

Mark for Review

Next

#25

When might you use the Mirror indents feature?



Review

To ensure the left and right margins adjust for odd and even pages in a document.

Show

Mark for Review

Next

#26

How can you choose a different bullet style than what appears?



Review



Click here on the **Bullets** button to display a list of bullet styles to use.

Show

Mark for Review

Next

#27

Why use automatic numbering instead of typing them yourself?



Review

The numbers automatically adjust as you add, delete, or move items in the list. This is a time saver from having to renumber text manually.

Show

Mark for Review

Next

#28

What's the difference between the red, green or blue wavy lines?



Review

Red lines indicate a word is not found in the dictionary, green lines indicate a grammatical error, and blue lines indicate a contextual error.

Show

Mark for Review

Next

#29

You want Word to accept terms specific to your company. How?



Review

As Word finds each term (and it is spelled correctly) in the Spelling and Grammar dialog box, click **Add to Dictionary** to include the word in the Custom Dictionary.

Show

Mark for Review

Next

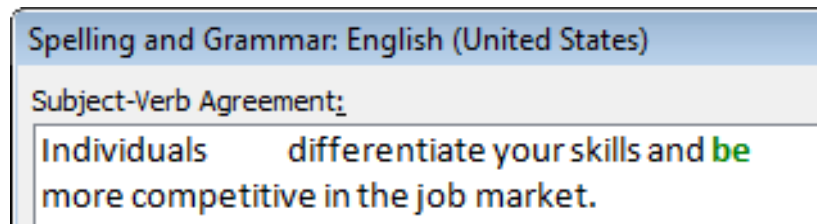
#30

Where does Word tell you what the grammatical error is?



Review

In the bold text above the box that shows the noted error.



Show

Mark for Review

Next

#31

What are contextual errors?



Review

Words that sound the same but have different spellings and meanings, e.g., red or read, blue or blew, wine or whine, no or know, breaks or brakes, your or you're, meat or meet, its or it's, etc.

Show

Mark for Review

Next

#32

When might you use the Thesaurus feature?



Review

To help reduce repetition of words or to find words with opposite meanings.

Show

Mark for Review

Next

#33

Why use the **Format** button in the Find and Replace dialog box?



Review

To have Word find formatting attributes that may exist in the document, or that may have been applied to pieces of text.

Show

Mark for Review

Next

#34

What search criteria can you use with the Replace feature?



Review

You can use the same search criteria as for the Find feature.

Show

Mark for Review

Next

#35

How can you use the Research feature?



Review

To search for facts and other information, similar to an encyclopedia or other reference material, including the Internet.

Show

Mark for Review

Next

#36

What kinds of document statistics can you view?



Review

Items such as number of pages, paragraphs, lines, words, or characters used in the document.

Show

Mark for Review

Next

#37

How is line spacing measured?



Review

The amount of space between the lines of typed text, measured from the baseline of one line to the baseline of the next line. It's measured in multiples or an exact amount of points.

Show

Mark for Review

Next

#38

How can paragraph spacing help with the layout of a document?



Review

Paragraph spacing refers to the amount of space between paragraphs of text, thereby giving you a more consistent look than pressing Enter.

Show

Mark for Review

Next

#39

You can only use the paper sizes available for your location.



Review

False; you can use these as well as being able to set up custom sizes, as required.

Show

Mark for Review

Next

#40

Which orientation should be used for a 12-month budget report?



Review

Landscape

Show

Mark for Review

Next

#41

Where do the margins display
on the ruler, if at all?



Review

The margins are the darker areas
at either end of the horizontal or
vertical ruler.

Show

Mark for Review

Next

#42

What is meant by Gutter margins?



Review

These margins add white space to the top or side margin if the document is to be bound after printing.

Show

Mark for Review

Next

#43

To add the ¶ character into a document, what do you do?



Review

Position the cursor where the symbol is to be placed, then on the **Insert** tab, in the **Text** group, click **Symbol**.

You may have to search for this symbol if it does not appear in the list of common symbols.

Show

Mark for Review

Next

#44

How could you use the date feature, **Update automatically**?



Review

To always have the current date display in a document, such as a standard letter designated for mass mailings. No matter when you open this document, it always shows the current date.

Show

Mark for Review

Next

#45

What would you enter to print pages 3 to 6, 15 and 19 only?



Review

3-6, 15, 19

Show

Mark for Review

Next

#46

Why would you want to view the print queue?



Review

To check on the status of a document sent to print, to cancel a document, or to pause a document.

Show

Mark for Review

Next

#47

Why save a document in PDF format?



Review

PDF (Portable Document Format) enables others to view the document regardless of whether they have Word installed, and prevents them from being able to edit it.

Show

Mark for Review

Next

#48

What is the first thing you should check if nothing prints?



Review

Check that the printer is on and connected to your system or the network.

Show

Mark for Review

Next

#49

What do you do if there is an error message on the printer?



Review

Read the message and try basic troubleshooting with the printer to remove the error, e.g., adding paper, changing the print cartridge, etc.

Show

Mark for Review

Next

#50

What is a manual page break?



Review

When you force the page to end at a specific location. You can then add or modify text, as needed, on the new or previous page.

Show

Mark for Review

Next

#51

If codes are displayed, how can you tell you have a page break?



Review

The page break code appears as a dashed line on either side of the text, *Page Break*.

Show

Mark for Review

Next

#52

When might you use a section break?



Review

When you need to change something about the page layout from its current settings, such as margins, columns of text, orientation, etc.

Show

Mark for Review

Next

#53

Which section break can set 2 and then 4 columns on the same page?



Review

Continuous

Show

Mark for Review

Next

#54

Where does the header print?



Review

Within the top margin.

Show

Mark for Review

Next

#55

Why would you use the Link to Previous feature?



Review

When you want to use the same header or footer as was used in the previous section of the document.

Show

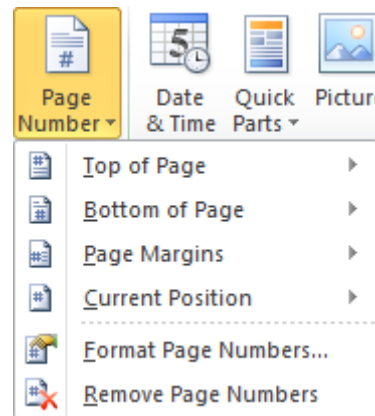
Mark for Review

Next

#56 Which option would you use to insert a page number where the insertion point is?



Review



Current Position

Show

Mark for Review

Next

#57

Why use styles?



Review

Styles save time when formatting as you create a style and then apply it to multiple pieces of text for a consistent appearance in the document.

Show

Mark for Review

Next

#58

What are the two main types of styles?



Review

Character and Paragraph

Show

Mark for Review

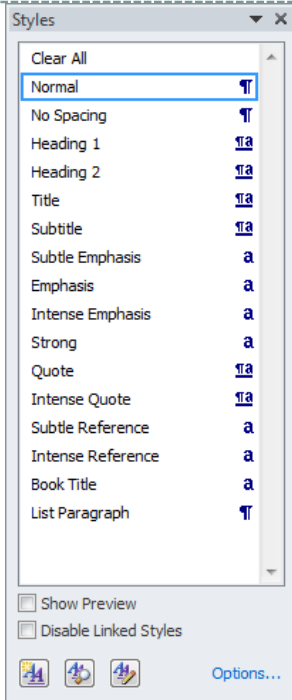
Next

#59

What are all the items listed in the Styles pane?

Review

List of styles used in the current document.



Show

Mark for Review

Next

#60

What is an advantage of using styles?



Review

When you redefine the formatting of a style, Word automatically changes all text or paragraphs in the document formatted with that style.

Show

Mark for Review

Next

#61

How can you adjust column widths?



Review

Use the Columns dialog box to set the width and spacing between the columns, or drag the column marker on the ruler for each column to the required width.

Show

Mark for Review

Next

#62

What do footnotes or endnotes consist of?



Review

Could be references, additional information, and sources you want to include in the document.

Show

Mark for Review

Next

#63

What's the difference between a footnote and an endnote?



Review

A footnote appears on the page where the footnote marker is inserted; an endnote usually appears at the end of the document, although a footnote can also be moved to this location.

Show

Mark for Review

Next

#64

How can inserting hyperlinks help the reader?



Review

Hyperlinks help navigate to different locations within a document, to another document, to a Web site, or to an e-mail program to send a message.

Show

Mark for Review

Next

#65

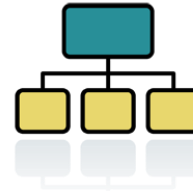
What kind of content can an illustration be?

Review

Visual content such as:



Speak to one of our
Project Consultants
for all your questions
on green corporate
citizenship.



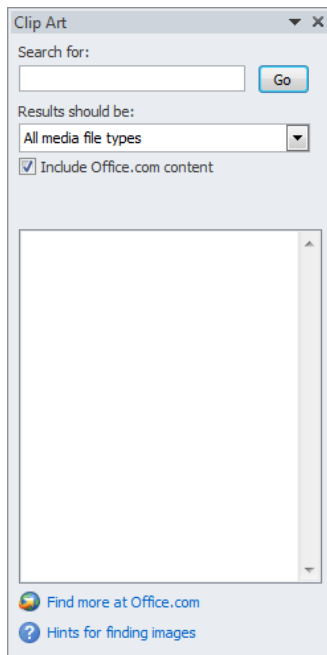
Show

Mark for Review

Next

#66

What do you select to search only for photographs?



Review

Click the arrow for **Results should be**, deselect all options, and then select **Photographs**.

Show

Mark for Review

Next

#67

What are the two options for how graphics can be inserted?



Review

Inline objects which act similar to text characters, and **Floating** objects that can be placed anywhere in the document.

Show

Mark for Review

Next

#68

How do you keep the proportion
when sizing a rectangle?



Review

Select the rectangle, then press
the Shift key as you drag the
rectangle to the required size.

Show

Mark for Review

Next

#69

What does the following symbol mean?



Review



The Crop feature is active and whichever handle you drag will crop the picture in that direction.

Show

Mark for Review

Next

#70

Why might you want to use a drawing canvas?



Review

When creating a number of objects for a drawing, use the drawing canvas to keep the objects together in a frame type structure.

Show

Mark for Review

Next

#71

What happens when you press Ctrl as you draw a line?



Review

The line draws outward from the center point, giving you equal widths on either side of where the cursor is.

Show

Mark for Review

Next

#72

Which commands might you use to arrange the stacking order of objects?



Review

Bring Forward or Send Backward

Show

Mark for Review

Next

#73

Explain how a table is structured.



Review

Each horizontal line is a row of information, each vertical block is a column of information, and the intersection between each row and column is a cell of information.

Show

Mark for Review

Next

#74

To move the cursor to a set tab stop in a cell, what would you do?



Review

Press **Ctrl+Tab** to produce the same result as if you pressed **Tab** in regular text.

Show

Mark for Review

Next

#75

What does the following symbol mean?



Review



If clicked, this selects the entire cell where the cursor is pointing.

Show

Mark for Review

Next

#76

Why might it be easier to format a table with text?



Review

Having the text in the cells will help you determine the best width for columns, styles for headings and titles, etc.

Show

Mark for Review

Next

#77

Instead of choosing lines or colors for the table, what could you do?



Review

Use Table Styles

Show

Mark for Review

Next

#78

What does table alignment refer to?



Review

The position of the table relative to the left and right margins of the document.

Show

Mark for Review

Next

#79

Where should the cursor be before inserting a new row?



Review

Position the cursor on the row where the new row will be inserted above or below.

Show

Mark for Review

Next

#80

How can you set the same width to three consecutive columns of a table?



Review

Select the three columns and then under **Table Tools**, on the **Layout** tab, in the **Cell Size** group, click **Distribute Columns**.

Show

Mark for Review

Next

#81

Prior to activating the Merge Cells feature, what must you do?



Review

The cells that are being merged together must be selected prior to activating the feature.

Show

Mark for Review

Next

#82

How can tables be split?



Review

Tables can be split horizontally only. Position the cursor in the row where the table will be split and then under **Table Tools**, on the **Layout** tab, in the **Merge** group, click **Split Table**.

Show

Mark for Review

Next

#83 When converting tables to text and vice versa, what are separator characters?



Review

The characters that tell Word where to divide the data into individual columns in the table.

Show

Mark for Review

Next

#84

What are header rows?



Review

These tell Word that the data contains a row of headings, or titles for each column or type of data.

Show

Mark for Review

Next

#85

How do comments work?



Review

Comments appear in balloons (by default) in the document, providing additional information on the noted topic.

Show

Mark for Review

Next

#86

To see the comments in a window, what can you use?



Review

Use the Reviewing Pane to show the comments in a separate window.

Show

Mark for Review

Next

#87

When might you use Track Changes?



Review

When you want others to
review a document with
control over final changes.

Show

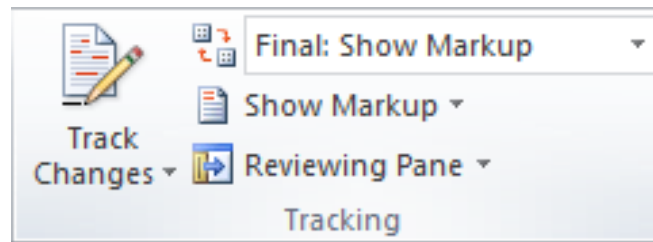
Mark for Review

Next

#88

What would you use to show all marks and all reviewers?

Review



Click **Show Markup**

Show

Mark for Review

Next

#89

Why would you want to control the sharing options on a file?



Review

Can permit others to open the document as read only, forcing them to save the file with a new name, thereby keeping the original file intact.

Show

Mark for Review

Next

#90

How can you remove a password on a file?



Review

Open the file using the password, delete it from the file, and then save the file. The password will then be removed.

Show

Mark for Review

Next

#91

How can setting editing restrictions control a document?



Review

This limits others from making changes to the document for tracked changes, comments, or fill-in forms. It also sets up exceptions for those who have access to the shared document.

Show

Mark for Review

Next

#92

Which file extension is automatically assigned when saving a Word document?



.docx

Review

Show

Mark for Review

Next

#93

What is the difference between the two types of section breaks?



Review

Continuous will allow you to have different layouts on the same page.

(Ex: columns)

Next Page will force your insertion point onto the next page.

(Ex: changing orientation)

Show

Mark for Review

Next

#94

What do you determine when you set up margins?



Review

The amount of space between the edges of the paper and text

Show

Mark for Review

Next

#95

What are 4 ways to change margins?



Review

1. Drag boundary between gray and white areas on ruler
2. Double click gray area of ruler
3. Go to Page Setup group on Page Layout tab
4. Go to Print Preview

Show

Mark for Review

Next

#96

What does the following symbol indicate? 

Review

You are in the selection bar to the left of text which allows you to select more text easily.

Show

Mark for Review

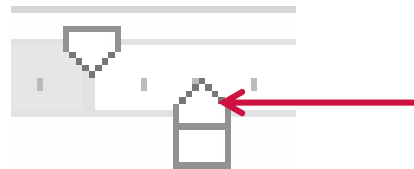
Next

#97 Which indent marker starts the first line at the left margin and indents the rest of the paragraph? (describe marker and name the type of indent)



Review

Hanging indent



Show

Mark for Review

Next

#98 Which command would you use to set four shapes as one object to modify?



Review

Group

Position
▼

Wrap
Text ▼

Bring Forward ▼

Send Backward ▼

Selection Pane

Arrange

Bring Forward ▼

Send Backward ▼

Selection Pane

Group ▼

Show

Mark for Review

Next

#99

What does this mouse
symbol indicate?



Review

That you are drawing a table

Show

Mark for Review

Next

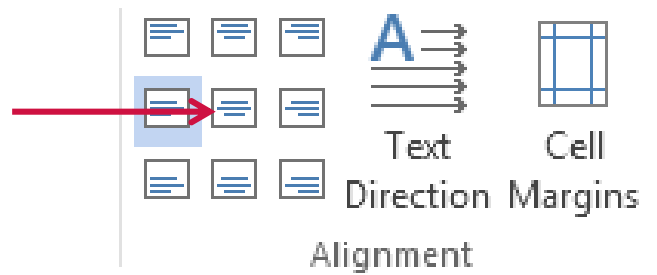
#100 How can you center text both horizontally and vertically within a cell?



Review

Table and Cell tabs of the Table Properties dialog box

Table Tools, Layout tab, Alignment group



Show

Mark for Review

Next

#101

Activate the Thesaurus



Review

Shift + F7

Show

Mark for Review

Next

#102

Activate the Track Changes feature



Review

Ctrl + Shift + E

Show

Mark for Review

Next

#103

Align text at both the left and right margin



Review

Ctrl + J

Show

Mark for Review

Next

#104

Align text at the right margin



Review

Ctrl + R

Show

Mark for Review

Next

#105

Center align text



Review

Ctrl + E

Show

Mark for Review

Next

#106

Close a document



Review

Ctrl + W

Or

Ctrl + F4

Show

Mark for Review

Next

#107

Copy text, graphics, etc.



Ctrl + C

Review

Show

Mark for Review

Next

#108

Create a new blank document



Review

Ctrl + N

Show

Mark for Review

Next

#109

Cut selected text



Review

Ctrl + X

Show

Mark for Review

Next

#110

Double space selected text



Review

Ctrl + 2

Show

Mark for Review

Next

#111

Find a specific word or string of words in a document



Review

Ctrl + F

Show

Mark for Review

Next

#112

Go to the beginning of the document



Review

Ctrl + Home

Show

Mark for Review

Next

#113

Go to the Print options window



Review

Ctrl + P

Show

Mark for Review

Next

#114

Increase the size of text by one point at a time



Review

Ctrl +] (right bracket)

Show

Mark for Review

Next

#115

Insert a column break



Review

Ctrl + Shift + Enter

Show

Mark for Review

Next

#116

Insert a hyperlink



Review

Ctrl + K

Show

Mark for Review

Next

#117

Insert a line break



Review

Shift + Enter

Show

Mark for Review

Next

#118

Insert a page break



Review

Ctrl + Enter

Show

Mark for Review

Next

#119

Move quickly to the next paragraph



Review

Ctrl + Down Arrow

Show

Mark for Review

Next

#120

Move the cursor to the beginning
of the line



Review

Home

Show

Mark for Review

Next

#121

Move up one screen



PgUp

Review

Show

Mark for Review

Next

#122

Open an existing document



Review

Ctrl + O

Show

Mark for Review

Next

#123

Open help



F1

Review

Show

Mark for Review

Next

#124 Open the Find and Replace dialog box with the Go To tab selected



Ctrl + G

Review

Show

Mark for Review

Next

#125 Open the Find and Replace dialog box with the Replace tab selected



Review

Ctrl + H

Show

Mark for Review

Next

#126

Open the Find dialog box (or Navigation pane)



Review

Ctrl + F

Show

Mark for Review

Next

#127

Open the Font dialog box



Ctrl + D

Review

Show

Mark for Review

Next

#128

Open the Research pane



Review

Alt + click in the document

Show

Mark for Review

Next

#129

Paste a cut or copied item



Ctrl + V

Review

Show

Mark for Review

Next

#130

Redo/repeat your last action



Review

F4

Or

Ctrl + Y

Show

Mark for Review

Next

#131

Save a document



Review

Ctrl + S

Show

Mark for Review

Next

#132

Select a single word



Review

Double click it

Show

Mark for Review

Next

#133

Select a whole sentence



Review

Ctrl + click it

Show

Mark for Review

Next

#134

Select all text in a document



Review

Ctrl + A

Ctrl + click in Selection Bar

Triple click in Selection Bar

Show

Mark for Review

Next

#135

Select an entire paragraph



Review

Triple click in it

Double click in Selection Bar

Show

Mark for Review

Next

#136

Spell check the document



F7

Review

Show

Mark for Review

Next

#137

Turn bold on



Review

Ctrl + B

Show

Mark for Review

Next

#138

Turn italics on



Review

Ctrl + I

Show

Mark for Review

Next

#139

Underline selected words



Review

Ctrl + U

Show

Mark for Review

Next

#140

Undo an action



Review

Ctrl + Z

Show

Mark for Review

Next

Congratulations!

**Good job on completing
the Review!**



End

Review