



In addition to completing this worksheet, Students should log into Typing.com and complete 10 minutes of keyboarding a day. If they forgot their passwords, just create a new account and you will receive credit for your work. Also, if you have computer access, log in to Gmetrix and try completing the assignments you have been working on in class. If you have any questions, please feel free to contact me at [gcolangelo@nfschools.net](mailto:gcolangelo@nfschools.net). Thank you.

# Microsoft Word 2016 Core

## Review Questions

### Lesson 1

1. Which screen do you see when you start Word?
  - a. Backstage
  - b. Word editing screen
2. Which buttons are displayed by default on the Quick Access Toolbar?
  - a. Save, Undo, Redo, Customize the Quick Access Toolbar
  - b. New, Save, Undo, Redo, Customize the Quick Access Toolbar
  - c. Save, Undo, Redo, Print, Open, Customize the Quick Access Toolbar
3. When might you use a template to create a new document?
  - a. To make a copy of an existing document
  - b. To save a document with some design elements
  - c. For guidance on how to design a commonly-used document.
4. Which keyboard shortcut can you use to create a new blank document?
  - a. CTRL+N
  - b. F12
  - c. CTRL+O
5. Which is the default file extension assigned to Word 2016 documents?
  - a. .docx
  - b. .docm
  - c. .dotx
6. When might you want to save a file as the Word 97-2003 file format?
  - a. To open this file in another location with previous versions of Word.
  - b. The file will be saved on a network drive
  - c. You need to open this file from a web page

7. What would be an example of the type of information you might enter in a file's properties to identify the contents of the file?
  - a. Subject of the document
  - b. Publishing company
  - c. Software Vendor
8. When you save a document for the first time, which tab displays in Backstage?
  - a. Save As
  - b. New
  - c. Info
9. Why might you want to import a file instead of opening it in Word?
  - a. You can then format the contents of the imported file in Word as it is plain text.
  - b. This is the only option if you cannot open a file within Word
  - c. You can save document in Word 2013
10. How can you open a PDF file in Word?
  - a. Open the PDF file as if it was a Word document wherein Word will then confirm it will convert the file into a Word format.
  - b. Convert the PDF file into a text file
  - c. Convert PDF file into a Powerpoint format

## Lesson 2

1. Why would you use the Print Layout instead of the Read Mode view for modifications?
  - a. To display the document as it will appear when printed; you cannot print from the Read Mode.
  - b. All commands are available in Print Layout
  - c. You must install Read Mode for all documents
2. How can showing the formatting codes be beneficial?
  - a. When you want to identify what may need to be changed in a document such as an extra paragraph or tab mark.
  - b. When you want to identify where edits were made in a shared documents
  - c. When you want to see where the insertion point is in the document

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3. How can you use the buttons on either side of the zoom slider?
    - a. The buttons can increase or decrease the zoom percentage of the view.
    - b. The buttons change the view mode such as Print Layout
    - c. The buttons display how many documents are open at one time
  4. Why might you want to split the window for a long document?
    - a. To view two different areas of the document.
    - b. To change the zoom features
    - d. To view characters in the document
  5. Which keyboard shortcut can you use to copy a selection of text?
    - a. CTRL+C
    - b. CTRL+X
    - c. CTRL+V
  6. Why might you want to collect multiple items in the Office Clipboard?
    - a. To activate the Office Clipboard
    - b. To be able to paste the items in the Office Clipboard in any file in Word or another Office program.
    - c. To open Office documents
  7. Which symbol indicates you are moving text by dragging it to a new location?
    - a. Pointer with a "ghost" image of the block
    - b. ?
    - c. +
  8. How can you insert a copyright symbol?
    - a. Use the Symbol command from the Symbol group on the Insert tab.
    - b. Press F5
    - c. Type the letter C and press F3
  9. Why might you use the Pages option in the Navigation pane?
    - a. To see how many times matched criteria is in the document
    - b. To see how many words are in the document
    - c. To see the page numbers that contain matches to the search criteria entered in the Find field.

10. Why might you use the More button in the Find and Replace dialog box?
- To select more options that can help you narrow the search criteria.
  - To choose which page to perform the search
  - To include other documents in search
11. How can the AutoCorrect feature help you focus on entering text?
- To add commonly misspelled words or acronyms so you can focus on entering text.
  - To automatically format the document
  - To change the spelling of words

## Lesson 3

- What does formatting characters refer to?
  - This process affects how selected text appears on screen or in print.
  - This process affects the styling of the document
  - This process affects the themes
- What does paragraph formatting refer to?
  - This process affects how selected paragraphs will be positioned on screen or in print.
  - How many paragraphs are highlighted?
  - To increase paragraph spacing
- Why would you want to change the paragraph spacing?
  - To increase or decrease the amount of white space between paragraphs in a document.
  - To change the total page count
  - To improve the sentence structure
- Which indent type is applied when you choose bullets or numbering with a list of items?
  - Hanging Indent
  - Left Indent
  - Right Indent

5. Why should you set decimal tab stops to align values with decimal places in a Balance Sheet report?
  - a. Setting specific tab stops helps identify values by decimal places instead of the first or last character.
  - b. This tab alignment will automatically match up
  - c. Use tab alignment to set up financial numbers
6. When might you want to double-click the Format Painter command instead of clicking it once?
  - a. Double-click the Format Painter when you want to apply the formatting to several blocks of text.
  - b. Use a single click to change format
  - d. Apply styles to format
7. Why would you apply numbering to a list of items instead of using bullets?
  - a. To create a list that shows a hierarchy of topics such as headings and subheadings.
  - b. To be able to list the numbers
  - c. To combine a numbered list
8. Which command should you use to tell Word to restart the number from a previous list?
  - a. Start new list
  - b. Set value to
  - c. Define new numbering
9. What is the difference between a character style and a paragraph style?
  - a. Paragraph styles affect the position of the entire paragraph, and character styles affect the appearance of selection of text.
  - b. You can only create new styles for paragraphs
  - c. Both styles do the same thing
10. Which option from the Quick Styles gallery would you use to apply a style from a window?
  - a. Apply Styles
  - b. Create a style
  - c. Clear Formatting
11. Why might you want to convert text to WordArt?
  - a. Convert text to WordArt to add effects to text such as turning it upside down or appear as a wave.
  - b. WordArt has more choices
  - c. WordArt can be changed to make it easier to use



## Lesson 4

1. Why might you choose to change the margins to Narrow in a document?
  - a. To utilize the maximum amount of space available between the margins.
  - b. This is mandatory when editing a document
  - c. To make changes to a document
2. When does a soft page break occur in a document?
  - a. A soft page break occurs when you enter enough text to fill one page and the text flows to the next page.
  - b. A soft page break occurs when you enter a code on a new page
  - c. A soft page break when you use a different document
3. Why might you insert a continuous section break into a page in a document?
  - d. Insert a continuous section break when you want some content on a given page to contain a different layout such as changing the number of columns.
  - b. Insert a section when you want Word to start a new page
  - d. Insert a section when you want to include a picture
4. What is the difference between a column break and a page break?
  - a. A column break forces text to the top of the next column; a page break forces text to the top of the next page.
  - b. A column break is used only within tables
  - c. A column break cannot be used within tables
5. Why would you insert a footer into a long report?
  - a. A footer can include information such as a report or section title or a page number.
  - b. You must insert a footer if you later want to insert a table of contents
  - c. You must insert a footer in a report
6. If you wanted to insert the page number in a shape located at the lower right third of the document, which option would you use?
  - a. Current Position
  - b. Top of page
  - c. Bottom of Page

7. Why might you choose to apply a document style set to a document instead of applying individual styles?
  - a. Apply a document style set when you want Word to apply a coordinated set of styles for a particular report.
  - b. Apply a document style set so that you can override the default styles
  - d. Apply document style set to provide more style options
8. What can a watermark consist of?
  - a. A watermark can consist of any type of text or object that you want to appear behind the text on each page in a document.
  - b. A watermark can only consist of a company logo behind the text
  - d. A watermark can only be used in business documents
9. How can using background colors help you work with documents?
  - a. Apply different colors to represent specific types of reports.
  - b. You can print document with the background colors
  - c. They match web requirements for pages on a web site
10. Applying a page border will automatically display on every page unless which type of break is inserted?
  - a. Section break
  - b. Page break
  - c. Line break
11. Why might you want to apply one of Word's default built-in themes to a 15-page document that is currently unformatted?
  - a. To give the document a uniform and coordinated appearance.
  - b. To match the colors or fonts used in your email messages
  - c. A theme comes with its own pictures

## Lesson 5

1. How can you identify if a grammatical error has been detected in the document?
  - a. The error is marked with a blue wavy line under the text in the document.
  - b. The error is marked with purple dots
  - c. The error is marked with green wavy line
2. Which type of styles help you navigate in the document when using the Navigation Pane?
  - a. Headings
  - b. Character
  - c. Normal

3. Which keyboard shortcut can you use to display the Go To tab in the window?
  - a. CTRL+G
  - b. CTRL+T
  - c. CTRL+F
  
4. Which keyboard shortcut can you use to insert or modify a hyperlink in a document?
  - b. CTRL+K
  - c. CTRL+L
  - b. CTRL+H
  - d. F9
  
5. Which feature would you use to go to a bookmark?
  - a. Go To tab in the Find and Replace window.
  - b. Mark index entry
  - c. Add citation placeholder
  
6. Why should you preview a document before printing it?
  - a. Preview a document to check the document's final layout is what you expected.
  - b. Preview a document to insure it will save after printing
  - c. Preview a document to double check the font sizes
  
7. Which printer options would you use to print only specific pages of a document?
  - a. Use the Print All Pages option to select to print only specific pages of a document.
  - b. Use the Print All Pages to print all pages
  - c. Use the Print one Page feature
  
8. Why might you want to maintain the compatibility for a document?
  - a. Different versions may cause issues with specific features.
  - b. Ensure all documents must be for the PC only
  - c. Ensure all documents can be compatible with Windows 10
  
9. Why should you inspect a document before sharing it with others?
  - a. To remove any possible properties you do not want others to see.
  - b. To check the document is compatible with Word 2003
  - c. To check for any hidden programs



10. What would be an example of an accessibility issue to fix?

- a. Alt-text
- b. Theme Colors
- c. Heading Styles

## Lesson 6

1. Why might you want to erase the borders between particular cells in a table?

- a. You are creating a form and you will decide where borders will be placed for cells in the form.
- b. You need to add text in the table first before changing borders
- c. You want to apply shading to the document

2. Which command would you use to set five columns to have the same column width?

- a. Distribute Columns
- b. AutoFit
- c. Align Columns

3. If the table has six columns, how can you turn the first row into one cell to enter a title?

- a. Select the first row and merge the cells together to create one large cell to enter a title.
- b. Use Insert Table to create a new row that is only one cell in width
- c. Use the Eraser tool to erase the first row

4. What is the quickest method to insert a row between the title row and the column headings row?

- b. Click the + symbol that appears when you position the cursor between two rows.
- c. Select the two rows and then on the Layout tab of the Table Tools, click Insert Row
- d. Select the columns and then remove the data and then add more cells

5. What would you do to make three columns the same width in the table?

- a. Select the three columns and then use the Distribute Columns feature.
- b. Select one column at a time and drag the vertical borders
- c. Size the first to the size and then repeat for the other two columns

6. When you click the Add Row symbol, where is the new row automatically inserted from the selected row?

- a. Below the selected row.
- b. Beside the selected row

7. Where should the cursor be before you activate the Split Table feature?
  - a. In the row that will become the first row of the new table.
  - b. Anywhere in the table
  - c. On a new page for easy reference
8. Which feature would you alter to give you more space to enter items in a cell before it wraps to a new line in the cell?
  - a. Cell margins
  - b. Line spacing
  - c. Page margins
9. You need to convert a sales report from a Word table to a format that will import the report easily into Excel. Which separator character should you select when converting the table?
  - d. , (comma)
  - e. \* (asterisk)
  - f. ? (question mark)

## Lesson 7

22. Which key will demote the text and shape when using the Text Pane?
    - a. TAB
    - b. ENTER
  10. Which key can you use to size a picture proportionally?
    - d. SHIFT
    - e. ALT
  11. What angle can you rotate pictures?
    - c. At any angle.
    - d. Only 90 ° at a time
    - e. Only 15 ° at a time
  12. What does the selection box in the background for a picture enable you to do?
    - a. Set the area you want to keep for the picture.
    - b. Set the size for the final picture
    - c. Delete the colors
  13. When you apply a text wrap option for a picture, what type of picture are you then working with?
    - b. Floating graphic
    - c. Inline graphic
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16. Which feature in general sharpens an image?

- a. Contrast
- b. Brightness

## Lesson 8

1. Why is it important to include proper references to your research sources when you create a research document?

- f. Inserting references helps you avoid plagiarism and copyright infringement.
- g. Inserting references prevents other people from using the same references

2. Why should you add a caption to a picture?

- a. A caption can inform the viewer what the picture is meant to illustrate; additionally, captions can be automatically included in a list of references.
- b. A caption identifies the path where the picture is located

3. How can a table of figures be beneficial in a document?

- a. A table of figures will list the page numbers where the figures or labeled captions appear in a document.
- b. A table of Figures will verify that all hyperlinks in the document

4. Which note type is usually found at the bottom of the page where it is referenced?

- h. Footnote
- i. Citation
- j. Comment

5. If you don't have the full information for a reference source, what can you do to mark the location where you will eventually cite the source?

- a. Click Insert Citation from the Citations & Bibliography group on the Reference tab, then click Add New Placeholder.
- b. Click Manage Resources from the Citations and Bibliography

6. Why select the Show All Bibliography Fields option in the Create a Source dialog box?

- c. Use this option to enter enough information for the citation to include it in the bibliography later.
- d. Use this option to update bibliography
- e. Use this option to enter more information

7. Why might you want to use the Edit button in the Create a Source or Manage Sources dialog box?

- k. To add or change information for the source.
- l. To set up restrictions
- m. To specify who can make changes

8. To generate a bibliography for all sources, which style would you use from the Bibliography drop down list?

- f. Bibliography
- g. Works Cited

h. References

9. What is the simplest way to create a table of contents automatically?
  - a. Apply the Heading styles appropriately to the titles in the document.
  - b. Mark the titles as entries for the tables of contents
  - c. Create your own style
10. Why use the Insert Cover Page feature instead of creating your own title page?
  - a. There are numerous commonly used designs provided for documents.
  - b. You can choose one as a default for all documents
  - c. This feature automatically includes page numbers for the document