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| **Study Guide**   * **Lesson 9 Proofing Documents** * **Lesson 10 Formatting a Research Paper** |

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| **1.** | Which term refers to the oblong boxes that appear when formatting changes are made in a document while tracking changes? |
|  |
|  | |  |  | | --- | --- | | **A.** | Citations | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Balloons | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Comments | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Captions | |
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| **2.** | Which feature in Microsoft Word highlights insertions, deletions, or formatting modifications in a document? |
|  |
|  | |  |  | | --- | --- | | **A.** | Track Changes | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Reviewer | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Mark Entry | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Compare | |
|  |  |
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| **3.** | Which feature of Microsoft Word automatically corrects typing, spelling, capitalization, or grammar errors as they are typed? |
|  |
|  | |  |  | | --- | --- | | **A.** | AutoCorrect | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Spell & Grammar Check | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | AutoSpell | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | AutoCheck | |
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| **4.** | What group in the Review Ribbon contains the command to accept or reject changes made to a document? |
|  |
|  | |  |  | | --- | --- | | **A.** | Proofing | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Compare | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Tracking | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Changes | |
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| **5.** | When comments are inserted into a Microsoft Word document, how can they be removed? |
|  |
|  | |  |  | | --- | --- | | **A.** | Review Ribbon, Comments group, Delete command | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Insert Ribbon, Delete Comment command | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Double-click the comment to delete | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Review Ribbon, Comments group, Remove command | |
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| **6.** | Which tool converts words or paragraphs into a different language using the Microsoft Word bilingual dictionaries? |
|  |
|  | |  |  | | --- | --- | | **A.** | Spelling & Grammar | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Research | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Translate | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Thesaurus | |
|  |  |
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| **7.** | Ann wants to add her name to the Microsoft dictionary. Which section of Backstage View/Options will she use? |
|  |
|  | |  |  | | --- | --- | | **A.** | Advanced | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Display | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Proofing | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Save | |
|  |  |
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| **8.** | What is the name of the Microsoft Word feature that reviews spelling and grammatical errors as you type and compares them against the Microsoft Word dictionary? |
|  |
|  | |  |  | | --- | --- | | **A.** | Spelling & Grammar | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Review & Edit | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Spell Correct | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Dictionary Check | |
|  |  |
|  |  |

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| **9.** | Which command is used to find the number of words, characters, paragraphs, or lines in a Microsoft Word document? |
|  |
|  | |  |  | | --- | --- | | **A.** | Compare | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Review | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Word Count | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Research | |
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| **10.** | Hal and Alice have both made changes separately to the Biology lab report that they created together. They need to turn in one final version to their teacher. Which Word tool could they use to easily create a single final report that includes both of their changes? |
|  |
|  | |  |  | | --- | --- | | **A.** | Compare | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Combine | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Restrict Editing | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Track Changes | |
|  |  |
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| **11.** | What is the name of the note that can be inserted into a Microsoft Word document by a reviewer to communicate suggestions, alerts, or tips to the author? |
|  |
|  | |  |  | | --- | --- | | **A.** | Footnote | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Citation | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Comments | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Caption | |
|  |  |
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| **12.** | Which dialog box provides the user with the ability to replace text as it is typed? |
|  |
|  | |  |  | | --- | --- | | **A.** | AutoFormat | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Find & Replace | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | AutoCheck | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | AutoCorrect | |
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| **13.** | Which Track Changes command allows a user to see what a document looked like before any changes were made to it? |
|  |
|  | |  |  | | --- | --- | | **A.** | Reject All Changes | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Original | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Remove Edits | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Show Markup | |
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| **14.** | Kim is working on a research paper about the benefits of FBLA. Which would she use to reference a quote from the State President included in the body of the report? |
|  |
|  | |  |  | | --- | --- | | **A.** | Title page | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Works cited page | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Table of contents | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Citation | |
|  |  |
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| **15.** | What is a quick way to close the Header or Footer View in a Microsoft Word document? |
|  |
|  | |  |  | | --- | --- | | **A.** | Right-click the footer or header. | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Double-click the footer or header. | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Double-click the Title Bar. | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Double-click the dimmed document text. | |
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| **16.** | Which is a reference note that is displayed at the end of the document? |
|  |
|  | |  |  | | --- | --- | | **A.** | Footer | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Endnote | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Footnote | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Caption | |
|  |  |
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| **17.** | Katelyn is working on a research paper about the marketing reach of social media. She would like to list all of the sources used within her paper at the end of the paper. This is an example of a: |
|  |
|  | |  |  | | --- | --- | | **A.** | title page. | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | works cited page. | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | table of contents. | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | citation. | |
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| **18.** | In a Microsoft Word document, what are the printable text and graphics at the top of each page called? |
|  |
|  | |  |  | | --- | --- | | **A.** | Title | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Header | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Lead Note | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Leader | |
|  |  |
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| **19.** | Which are valid placement options for page numbers in a document? |
|  |
|  | |  |  | | --- | --- | | **A.** | Left of page or bottom of page | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Top of page or bottom of page | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | In the endnote or top of page | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Top of page or in the footnote | |
|  |  |
|  |  |

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| --- | --- |
| **20.** | What is a quick reference point that gives the reader an overview of where to find content throughout the document? |
|  |
|  | |  |  | | --- | --- | | **A.** | Citation | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Table of Contents | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Cross-reference | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Table of Authorities | |
|  |  |
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| --- | --- |
| **21.** | Which group contains the command to place text at the bottom edge of each printed page of a document? |
|  |
|  | |  |  | | --- | --- | | **A.** | Links | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Text | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Format | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Header & Footer | |
|  |  |
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| --- | --- |
| **22.** | Which ribbon contains the command to create headers in a document? |
|  |
|  | |  |  | | --- | --- | | **A.** | File | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Home | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Insert | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Page Layout | |
|  |  |
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| --- | --- |
| **23.** | What is a reference note inserted at the bottom of the page using the References Ribbon called? |
|  |
|  | |  |  | | --- | --- | | **A.** | Footer | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Endnote | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Footnote | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Caption | |
|  |  |
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| **24.** | Prior to creating a table of contents using the Table of Contents command, which procedure must be completed in the document? |
|  |
|  | |  |  | | --- | --- | | **A.** | Apply heading styles to the appropriate headings in the document | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Apply bold formatting to the appropriate headings in the document | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Apply italics formatting to the appropriate headings in the document | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Apply table of contents formatting to the appropriate headings in the document | |
|  |  |
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| --- | --- |
| **25.** | When creating a reference page for a report, which indentation would be used for the second and succeeding references? |
|  |
|  | |  |  | | --- | --- | | **A.** | First line indent | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Hanging indent | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Left indent | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Right indent | |
|  |  |
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| **26.** | On the Insert Ribbon, which command creates a link to a webpage, picture, email address, or program? |
|  |
|  | |  |  | | --- | --- | | **A.** | Bookmark | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Cross-reference | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Hyperlink | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Caption | |
|  |  |
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| --- | --- |
| **27.** | What are the text and graphics that print at the bottom of every page in a Microsoft Word document called? |
|  |
|  | |  |  | | --- | --- | | **A.** | Footnote | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Endnote | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Footer | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Closer | |
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| **28.** | Katelyn is working on a research paper about the marketing reach of social media. What should appear at the beginning of her research paper? |
|  |
|  | |  |  | | --- | --- | | **A.** | Title Page | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Works Cited Page | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Table of Contents | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Citation | |
|  |  |
|  |  |