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| **MOAC Word 2013 Lesson 1 Study Guide** | |
| Student |  |
| Class |  |
| Date |  |

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| **Instructions** |
| Instructions:  Please read each question carefully.  There is only one response for each question.  The test is random, therefore, your neighbors answers and question will be different from yours.  Take your time.  But remember the test is timed. |

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| **1.** | How do users switch from one ribbon to another in Microsoft Word? |
|  |
|  | |  |  | | --- | --- | | **A.** | Use any arrow key on the keyboard | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Use the Page Up or Page Down keys on the keyboard | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Click the tab of the ribbon they wish to access | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Shift+Tab to move to the next ribbon | |
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| **2.** | What is the name of the list of frequently used commands that appears when one right-clicks an object? |
|  |
|  | |  |  | | --- | --- | | **A.** | Mini Toolbar | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Shortcut Menu | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Quick Access Toolbar | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Status bar | |
|  |  |
|  |  |

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| **3.** | Which hidden formatting symbol represents a tab stop in a document? |
|  |
|  | |  |  | | --- | --- | | **A.** | A small black dot | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | A small dash | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | A black arrow pointing right | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | A single quotation mark | |
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| **4.** | How does one access Microsoft Word Help from the Word window? |
|  |
|  | |  |  | | --- | --- | | **A.** | Click the Microsoft Office Word Help button in the upper right corner of the Word window. | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Press the F2 key. | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Choose the Help command on the View Ribbon. | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Click the Microsoft Office Word Help button in the lower left corner of the Word window. | |
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| **5.** | Which automatically appears based on tasks one performs, and contains commands related to changing the appearance of text in a document? |
|  |
|  | |  |  | | --- | --- | | **A.** | Dialog box | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Mini Toolbar | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Shortcut menu | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Ribbon | |
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| **6.** | Which window allows a user to see document pages exactly as they will print? |
|  |
|  | |  |  | | --- | --- | | **A.** | Print Outline | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Document | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Print | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Review | |
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| **7.** | To store a new or existing file with the same name, which button is used? |
|  |
|  | |  |  | | --- | --- | | **A.** | Exit | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Close | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Save As | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Save | |
|  |  |
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| **8.** | On the Title bar, which button may be selected to display only tab names rather than entire ribbons in the Microsoft Word window? |
|  |
|  | |  |  | | --- | --- | | **A.** | Shrink the Ribbon | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Collapse the Ribbon | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Decrease the Ribbon | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Minimize the Ribbon | |
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| **9.** | In a Microsoft Word template, which of the following items indicates the location where information should be typed? |
|  |
|  | |  |  | | --- | --- | | **A.** | Field | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Placeholder | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Container | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Marker | |
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| **10.** | What is the control center located below the title bar at the top of the Microsoft Word window called? |
|  |
|  | |  |  | | --- | --- | | **A.** | Task pane | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Tab | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Ribbon | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Groups | |
|  |  |
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| **11.** | What is the name assigned to a file when it is saved? |
|  |
|  | |  |  | | --- | --- | | **A.** | Document name | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Document title | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | File name | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | File title | |
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| **12.** | Which command should you use to cancel a recent command or action? |
|  |
|  | |  |  | | --- | --- | | **A.** | File tab, Close button | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Shortcut Menu, Cancel command | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Home Ribbon, Clear Formatting button | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Quick Access Toolbar, Undo button | |
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| **13.** | Nathan is using a business letter template he created earlier and wants to save it with all the customer information in place. What file type should he select? |
|  |
|  | |  |  | | --- | --- | | **A.** | Template | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Macro | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Document | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Building Block | |
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| **14.** | To save an existing document with a new file name or to save an existing document in a new location, which command is used? |
|  |
|  | |  |  | | --- | --- | | **A.** | Save | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Close | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Exit | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Save As | |
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| **15.** | What type of template is ***most*** appropriate for an FBLA Secretary to use to inform FBLA members of monthly club activities? |
|  |
|  | |  |  | | --- | --- | | **A.** | Chart | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Newsletter | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Letter | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Fax | |
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| **16.** | Shameka is a Yearbook Staff member. Every semester she has to create a newsletter. Instead of recreating it each time, what should she create for future use? |
|  |
|  | |  |  | | --- | --- | | **A.** | Template | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | New document | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Macro | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Mail Merge | |
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| **17.** | Which software program is a full-featured word processing program that allows users to create professional-looking documents and revise them easily? |
|  |
|  | |  |  | | --- | --- | | **A.** | Microsoft Office | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Windows | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Word | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | WordPad | |
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| **18.** | Which is the shortcut key for accessing Microsoft Office Word Help from the Word window? |
|  |
|  | |  |  | | --- | --- | | **A.** | F4 | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | F1 | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | F5 | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | F9 | |
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| **19.** | The principal wants to send out a monthly update of school activities. Which type of document is the most appropriate to use? |
|  |
|  | |  |  | | --- | --- | | **A.** | Memo | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Business letter | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Newsletter | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Agenda | |
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| **20.** | Trey wants to create his own template from scratch. Which icon would he select to begin this process? |
|  |
|  | |  |  | | --- | --- | | **A.** | Blank Document | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Sample Templates | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | My Templates | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Recent Templates | |
|  |  |
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| **21.** | What is the correct file format of a normal Microsoft Word template? |
|  |
|  | |  |  | | --- | --- | | **A.** | .docx | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | .dot | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | .tmp | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | .dotx | |
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| **22.** | The principal emailed the staff to inform them about new policy changes for cell phone use. Which type of document is the most appropriate to use? |
|  |
|  | |  |  | | --- | --- | | **A.** | Memo | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Business letter | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Newsletter | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Agenda | |
|  |  |
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| **23.** | Which Microsoft Word tab contains the Print command? |
|  |
|  | |  |  | | --- | --- | | **A.** | File | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Home | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Print Layout | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | View | |
|  |  |
|  |  |

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| --- | --- |
| **24.** | Which hidden formatting symbol represents a single space in a document? |
|  |
|  | |  |  | | --- | --- | | **A.** | A small black dot | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | A small dash | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | A black arrow pointing right | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | A single quotation mark | |
|  |  |
|  |  |

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| **25.** | Which dialog box allows a user to create a new folder in the desired storage location? |
|  |
|  | |  |  | | --- | --- | | **A.** | Options | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Save As | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Close | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Print | |
|  |  |
|  |  |

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| **26.** | On the Title bar, which item enables a user to minimize, maximize, or close the Microsoft Word window? |
|  |
|  | |  |  | | --- | --- | | **A.** | File tab buttons | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Zoom slider | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Window control buttons | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Word Ribbon tabs | |
|  |  |
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| **27.** | Which command is used to close the current document without exiting Microsoft Word? |
|  |
|  | |  |  | | --- | --- | | **A.** | File tab, choose Exit button | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Close button in upper right corner of the program window | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | File tab, choose Close button | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | File tab, choose Quit button | |
|  |  |
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| **28.** | Which actions or commands cannot be undone in Microsoft Word? |
|  |
|  | |  |  | | --- | --- | | **A.** | Saving a document | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Borders and shading | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Font color change and font size change | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Paragraph alignment and page orientations | |
|  |  |
|  |  |

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| **29.** | Linda is creating a custom template. If she uses the tools found on the Review tab and proofreads her document, which important question is she answering? |
|  |
|  | |  |  | | --- | --- | | **A.** | Who is the intended audience? | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Is the template easy to use? | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Will the template have correct calculations and functional macros? | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Will the template have correct spelling, grammar, and punctuation? | |
|  |  |
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| **30.** | In the Print dialog box, which area provides a user with a list of available printers? |
|  |
|  | |  |  | | --- | --- | | **A.** | Settings | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Printer | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Printer List | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Printer Selector List | |
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| **31.** | Linda is creating a custom template. If it will be quicker to use the template than to recreate the flyer from scratch each time, which important question is she answering? |
|  |
|  | |  |  | | --- | --- | | **A.** | Who is the intended audience? | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Is the template easy to use? | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Will the template have correct calculations and functional macros? | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Will the template have correct spelling, grammar, punctuation, and mechanics? | |
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| **32.** | Nathan has created a new business letter and wants to use it repeatedly. What file type does he need to select when saving to protect his original letter? |
|  |
|  | |  |  | | --- | --- | | **A.** | Template | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Macro | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Document | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Building Block | |
|  |  |
|  |  |

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| --- | --- |
| **33.** | To save a new file or an existing file in its same storage location, which commonly used shortcut key or keyboard key combination is used? |
|  |
|  | |  |  | | --- | --- | | **A.** | Ctrl+S | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Alt+S | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Ctrl+V | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Shift+S | |
|  |  |
|  |  |