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| **MOAC Word 2013 Lesson 2 Study Guide** | |
| Student |  |
| Class |  |
| Date |  |

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| **Instructions** |
| Instructions:  Please read each question carefully.  There is only one response for each question.  This test is random.  Therefore, your neighbors question number will be different from yours.  Time your time, but remember that the test is timed. |

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| **1.** | Jana wants to navigate to page 35 of her report. What is the quickest way to navigate? |
|  |
|  | |  |  | | --- | --- | | **A.** | Find | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Go To | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Replace All | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Replace | |
|  |  |
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| **2.** | Sally wants to select the entire document that she is currently editing. What is the quickest way to select the document? |
|  |
|  | |  |  | | --- | --- | | **A.** | Double-click | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Select All | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Single-click | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Click and drag the mouse | |
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| **3.** | Which tool on the Home Ribbon lets a user search for text in a document by keying the word into a search box? |
|  |
|  | |  |  | | --- | --- | | **A.** | Select | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Find | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Search | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Locate | |
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| **4.** | Mrs. Perry has assigned the class to type a report. To maximize space, which option would one choose to display the content? |
|  |
|  | |  |  | | --- | --- | | **A.** | Read Mode | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Outline | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Print Layout | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Web Layout | |
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| **5.** | Which Editing group command is used to search for and replace specific text in a document? |
|  |
|  | |  |  | | --- | --- | | **A.** | Select | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Find | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Replace | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Locate | |
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| **6.** | Sally wants to select an entire paragraph in her word processing document. If she is currently editing the paragraph, what is the quickest way to select all of it? |
|  |
|  | |  |  | | --- | --- | | **A.** | Double-Click | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Select All | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Single-Click | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Triple-Click | |
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| **7.** | Which bar presents information about a document, the progress of current tasks, the status of certain commands and keys, and also provides controls for viewing the document? |
|  |
|  | |  |  | | --- | --- | | **A.** | Task | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Scroll | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Tool | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Status | |
|  |  |
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| **8.** | To increase or decrease the size of the content in a Microsoft Word window, which item on the status bar should be used? |
|  |
|  | |  |  | | --- | --- | | **A.** | Zoom slider | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | View picker | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Next page control | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Previous page control | |
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| **9.** | Mrs. Perry has assigned the class to type a report. To display the report as it would appear online, which view should she use? |
|  |
|  | |  |  | | --- | --- | | **A.** | Read Mode | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Outline | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Print Layout | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Web Layout | |
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| **10.** | To specify the size of the viewable area and allow users to reduce or enlarge the size of a document window, which command is used? |
|  |
|  | |  |  | | --- | --- | | **A.** | Scale | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Resize | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Zoom | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Scope | |
|  |  |
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| **11.** | Mrs. Perry has assigned the class to type a report. To view the report as a hard copy, which view should she use? |
|  |
|  | |  |  | | --- | --- | | **A.** | Read Mode | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Outline | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Print Layout | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Web Layout | |
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| **12.** | What is the process of creating a duplicate of an item while leaving the original item in place in the document called? |
|  |
|  | |  |  | | --- | --- | | **A.** | Cut | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Move | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Paste | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Copy | |
|  |  |
|  |  |

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| **13.** | What area in Microsoft Word enables users to view document properties and update the properties information at any time while creating a document? |
|  |
|  | |  |  | | --- | --- | | **A.** | Document Properties Panel | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Advanced Properties | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Word Options dialog box | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | File Save as Options Screen | |
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| **14.** | What is the name of the view that provides data about documents and contains a set of commands to help a user manage documents? |
|  |
|  | |  |  | | --- | --- | | **A.** | Backstage | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Properties | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Document | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Normal | |
|  |  |
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| **15.** | On the View Ribbon, which command allows the document to be viewed as it would appear in a multilevel outline? |
|  |
|  | |  |  | | --- | --- | | **A.** | Print Layout | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Draft | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Outline | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Web Layout | |
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| **16.** | What area is used to provide information about the author, title, subject, keywords, category, and comments that describe the document? |
|  |
|  | |  |  | | --- | --- | | **A.** | Document Properties Panel | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Advanced Properties | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Word Options dialog box | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | File Save as Options screen | |
|  |  |
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