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| **Lesson 6 Create a Table Study Guide** |
| Student |  |
| Class |  |
| Date |  |

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| **1.** | Lisa created a table. She wants the text in her rows to start at the top left. Which layout feature will she apply? |
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| **A.** | Cell Alignment |

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| **B.** | Text Direction |

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| **C.** | Cell Margins |

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| **D.** | Distribute Rows |

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| **2.** | Where is the command to insert a new table into a Microsoft Word document? |
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| **A.** | Home Ribbon, Tables group |

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| **B.** | Insert Ribbon, Tables group |

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| **C.** | Home Ribbon, Paragraph group |

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| **D.** | Insert Ribbon, Pages group |

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| **3.** | Sam has a list of names (Last name, First name) in Word that he needs to put into a table and separate the last name from the first. Which option should he use? |
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| **A.** | Insert Table |

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| **B.** | Draw Table |

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| **C.** | Quick Table |

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| **D.** | Text to Table |

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| **4.** | Lois has created a table in her document. She would like to add a blank row between the table headers and the first row of data. Which option should she choose? |
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| **A.** | Insert |

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| **B.** | Delete |

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| **C.** | Copy |

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| **D.** | Cut |

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| **5.** | Sam wants to organize the data for his research paper. Which method would allow him to create a table with rows and columns of varying sizes? |
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| **A.** | Insert Table |

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| **B.** | Draw Table |

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| **C.** | Quick Table |

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| **D.** | Text to Table |

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| **6.** | Lois is unable to view all of the information in the first column of her table. Which option should she choose? |
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| **A.** | Merge |

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| **B.** | Split Cells |

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| --- | --- |
| **C.** | Split Table |

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| **D.** | AutoFit |

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| **7.** | Which refers to text that is arranged in alphabetic, numeric, or date order based upon the first character? |
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| **A.** | Filtering |

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| **B.** | Alphabetizing |

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| **C.** | Sorting |

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| **D.** | Ordering |

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| **8.** | Which two ribbons become available when a table is selected in a Microsoft Word document? |
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| **A.** | Table Format and Table Tools |

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| **B.** | Table Tools and Table Edit |

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| **C.** | Table Tools Edit and Table Tools Format |

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| **D.** | Table Tools Design and Table Tools Layout |

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| **9.** | Johanna wants to navigate across columns to the right in her table. Which option should she choose? |
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| **A.** | Tab |

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| **B.** | Enter |

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| **C.** | Shift+Tab |

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| **D.** | Shift+Enter |

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| **10.** | Table styles may be applied to a table in a Microsoft Word document from which ribbon? |
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| **A.** | Table Tools Design Ribbon |

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| **B.** | Table Tools Format Ribbon |

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| **C.** | Table Tools Layout Ribbon |

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| **D.** | Table Tools Edit Ribbon |

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| **11.** | Sam wants to organize the data for his research paper. Which method would bring up the dialog box so Sam could define the 20 rows and 4 columns that he knows he needs? |
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| **A.** | Insert Table |

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| --- | --- |
| **B.** | Draw Table |

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| --- | --- |
| **C.** | Quick Table |

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| **D.** | Text to Table |

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| **12.** | Lisa wants to adjust the white space around a cell in her table. Which layout feature will she apply? |
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| **A.** | Cell Alignment |

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| **B.** | Text Direction |

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| **C.** | Cell Margins |

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| **D.** | Distribute Rows |

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| **13.** | Johanna wants to navigate across columns to the left in her table. Which option should she choose? |
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| **A.** | Tab |

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| **B.** | Enter |

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| **C.** | Left arrow key |

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| **D.** | Shift+Enter |

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| **14.** | Lois has created a table in her document. She would like to divide each cell in the top row of her table into two separate cells. Which option should she choose? |
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| --- | --- |
| **A.** | Merge |

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| --- | --- |
| **B.** | Split Cells |

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|  |  |
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|  |  |
| --- | --- |
| **C.** | Split Table |

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| **D.** | AutoFit |

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| **15.** | Which command group in the Table Tools Layout Ribbon contains the command to modify the height or width of rows and columns in a table? |
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| **A.** | Editing |

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| **B.** | Cell Size |

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| **C.** | Rows and Columns |

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| **D.** | Table Styles |

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| **16.** | Which ribbon is used to insert a new row into a Microsoft Word table? |
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| **A.** | Table Tools Format Ribbon |

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| **B.** | Table Tools Edit Ribbon |

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| --- | --- |
| **C.** | Table Tools Layout Ribbon |

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| --- | --- |
| **D.** | Table Tools Design Ribbon |

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| **17.** | John wants add predefined formatting to his table. Which option should he choose? |
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| **A.** | Border |

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| **B.** | Page Border |

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| --- | --- |
| **C.** | Shading |

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| **D.** | Styles |

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| **18.** | Joan would like to place the table she has created in her document in another document as well. Which option should she choose? |
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| **A.** | Insert |

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| --- | --- |
| **B.** | Delete |

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| --- | --- |
| **C.** | Copy |

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| --- | --- |
| **D.** | Cut |

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| **19.** | John would like to place a box around the entire document that includes his table. Which option should he choose? |
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| **A.** | Border |

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| **B.** | Page Border |

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| --- | --- |
| **C.** | Shading |

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| **D.** | Styles |

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