

Participants Skills Pre / Post - Test

Introduction to Word

Objective: The purpose of this test is to gauge the skill level of participants of this class. This test will help determine the effectiveness of the material presented in this course. It will also help determine if the manner in which this class is taught is efficient and effective.

Multiple Choice Questions:

The hanging indent allows a user to:

- A) *indent each line except the first line by an amount specified*
- B) highlight the paragraph you just typed
- C) tab if the tab is not in the front
- D) to type a following paragraph

How many bullets and numbering styles does Word offer?

- A) One
- B) Two
- C) *Several*
- D) None

One way to add numbers to a list is to:

- A) Highlight the list and click on the ABC icon
- B) *Highlight the list and click on the Numbering icon*
- C) Highlight the list and click on the Numbering icon twice
- D) All of the Above

To create a table the user has to:

- A) Use the Table option in the menu bar
- B) *Use the Insert Table icon*
- C) Copy and paste a previously used table

D) All of the Above

Word uses a combination of the Shift + Tab keys to:

- A) *Move from right to left within a table*
- B) Move from left to right within a table
- C) Close Microsoft Word and save everything automatically
- D) Delete a table

When inserting a new row, Word will insert the row:

- A) *Below the row where the cursor is placed*
- B) To the left of the row where the cursor is placed
- C) Above the row where the cursor is placed
- D) To the right of the row where the cursor is placed

When inserting a new column, Word will insert the column:

- A) *Below the column where the cursor is placed*
- B) To the left of the column where the cursor is placed
- C) Above the row where the cursor is placed
- D) To the right of the column where the cursor is placed

To delete a row or column in a table:

- A) *Highlight the contents of the row or column and press the delete key*
- B) Highlight the contents of the row or column, left click on the mouse and select the Delete Cells option
- C) Press Shift F10, highlight the text, and press the delete key

D) Place the cursor in that row or column, go to Table in the menu bar and click delete row or column

To change text to a table, the user can:

- A) Use the Convert Text to Table option under Table in the menu bar*
- B) Use the Convert Table to Text option under Table in the menu bar*
- C) Highlight the text, right click and select Text to Table*
- D) Highlight the text, right click and select Table to Text*

What does the Table AutoFormat option do?

- A) Corrects the problem of having the table heading display on the first page but not on subsequent pages*
- B) Easily splits a single table into two*
- C) Easily applies borders, shading, special fonts, and color to a table*
- D) Applies a header or footer to the table*

How do we replace text in Word?

- A) Highlight the text you want to replace and delete it*
- B) Select Edit, Find, press the Replace tab and then type in the text to find and the text to replace it with*
- C) Look for the Replace Text icon*
- D) None of the Above*

What feature(s) allow you to insert frequently used text?

- A) AutoCorrect*

- B) AutoText
- C) *A&B*
- D) None of the Above

Mail merge allows you to?

- A) Create new mailing lists
- B) Create mailing labels
- C) *Create mailing lists from preexisting Excel and Access files*
- D) All of the Above

It is recommended you do what before merging to printer?

- A) Delete the file
- B) Reread the document
- C) *Select print preview*
- D) Merge to new document