

## Microsoft Word Part II Assessment

When you want to close the document, and continue running the program you:

- A: click the X in the title bar
- B: click the X in the menu bar
- C: go to the file menu and choose close
- D: Either B and C
- E: Either A, B, or C

In what option on the menu bar are the shortcut operations located?

- A: Format
- B: Edit
- C: Help
- D: File

What are tabs used for?

- A: change the look of a document
- B: align text in a document

When you hit the Shift+ Home short keys:

- A: the line is highlighted
- B: the cursor goes one line down
- C: selects to the beginning of the line
- D: selects the word you are on

When you hit the Ctrl + Shift keys:

- A: the cursor goes to the top of the document
- B: the cursor goes up one line
- C:
- D: the cursor goes the beginning of the sentence

To select text you want to cut or to copy:

- A: double click on the text box
- B: highlight the text and click on the icon
- C: highlight the text
- D: read through the document

When you use the Spelling and grammar tool, the words that are in color are:

- A: highlighted
- B: grammatically incorrect
- C: have spelling errors
- D: Both B and C

The purpose of a template is:

- A: to create a new document with another document as a guide
- B: to give you a guide to setting up your saved document
- C: to have the wizard create a document for you
- D: to change the view of the document

The Undo option will:

- A: let you cut text from the document
- B: lets you erase a mistake you made at the beginning of the document
- C: always change the screen back to the way to a new document
- D: always lets you undo the last thing you did

To insert information into a table:

- A:
- B:
- C:
- D:

What are tabs used for:

- A: align column entries
- B: indent the first line of a paragraph
- C: create a decimal tab
- D: to align text
- E: All of the above

To merge cells in a table:

- A: highlight the cells
- B: double click on the cells
- C: go Table then Merge then highlight text
- D: highlight the cells, go Table then Merge cells

How do you open the Word Art option?

- A: use the view menu then the toolbar option to select Word Art
- B: use the format menu
- C: open the view menu then select Word Art
- D: open the Insert menu then select Symbol

To copy text you can:

- A: go to the Edit menu
- B: type Ctrl + C into the keyboard
- C: use the copy icon on the toolbar
- D: All of the above
- E: Only B and C

**Short answer questions:**

List the function that will be performed by entering these shortcut keys.

Ctrl + Alt + Delete:

Ctrl + C:

Ctrl + O:

Ctrl + F:

Ctrl + V:

Ctrl + Z

What is the difference between a hanging indent and left indent?

How do you change the color of the text?

What is the difference between fill and highlighting of text?

How do you change the toolbars that you have displayed?