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MOS**

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Total No of Questions:-82

QUESTION NO: 1

Select the correct menu bar sequence to insert a new table into a Word document.

- A. Insert, Table, Insert
- B. Format, Table, Insert
- C. Tools, Insert, Table
- D. Table, Insert, Table

Answer: D

Explanation: Tables are inserted into a document by selecting Table, Insert, Table on the menu bar. Specify the number of columns and rows in the Insert Table dialog box, and click OK. Tables can also be inserted by selecting the Insert Table button on the Standard toolbar.

QUESTION NO: 2

What is the default page number location when inserting page numbering using the Page Numbers dialog box?

- A. Bottom, Left
- B. Top, Left
- C. Top, Right
- D. Bottom Right

Answer: D

Explanation: Page numbering can be inserted into a document by selecting Insert, Page Numbers on the menu bar. When the Page Numbers dialog box displays, the default location and alignment are Bottom, Right.

QUESTION NO: 3

Page orientation is set from this tab in the Page Setup dialog box.

- A. Margins
- B. Paper
- C. Layout
- D. Page

Answer: A

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Explanation: Portrait and Landscape are the two page orientations that can be applied to a word document, and are set from the Margins tab in the Page Setup dialog box.

QUESTION NO: 4

Heading 1, Heading 3, and Normal are examples of _____.

- A. Properties
- B. Styles
- C. Characteristics
- D. Attributes

Answer: B

Explanation: To create, apply, or modify a style, select Format, Styles and Formatting on the menu bar. When the task pane displays, select the desired style from the list window or select the New Style button to create a new style. When a style is applied to text headings in a document, any changes made to the style will reflect throughout the document.

QUESTION NO: 5

You are spell checking a document and the spell checker stops at a correctly spelled word. What option can you select in the Spelling and Grammar dialog box so the spell checker places the word in the dictionary?

- A. Place in dictionary
- B. Add to dictionary
- C. Place
- D. Add

Answer: B

Explanation: Selecting the Add to Dictionary button adds the word to the dictionary so future occurrences of the word will not be picked up unless it is misspelled. Add is a good guess but this was used in previous versions of Word.

QUESTION NO: 6

Which is NOT a type of indenting that is supported in Word? Select all that apply.
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- A. Last Line
- B. Hanging
- C. Right
- D. Suspending

Answer: A, D

Explanation: Last Line and Suspending indents don't exist. First Line and Hanging are special indents.

Indenting can be applied from the Formatting toolbar or by clicking Format, Paragraph on the menu bar. The indent markers on the ruler can also be used to set indents.

QUESTION NO: 7

Select the correct menu bar sequence to save a document as a web page.

- A. File, Save as Web Page
- B. File, Save Web Page
- C. Save, As Web Page
- D. File, Save, Web, Page

Answer: A

Explanation: Selecting File, Save as Web Page saves the document in HTML format so it can be published to the Internet.

QUESTION NO: 8

You are working on a ten-page document that contains a header. You want to change to a different header starting on page five. What type of break can you insert on the page so you can start a new header?

- A. Fragment
- B. Partition
- C. Section
- D. Sector

Answer: C

Explanation: Section breaks are used to divide a document so different headers and footers can be used throughout the sections. To insert a section break at the insertion point location, select Insert, Break on the menu bar.

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QUESTION NO: 9

Tia creates an Organizational Chart diagram on her document. The chart will consist of managers and assistant managers. What shape will she use to represent the assistant managers in relation to the managers?

- A. Co-Worker
- B. Assistant
- C. Subordinate
- D. Co-Assistant

Answer: C

Explanation: An organizational chart is a hierarchical structure which represents relationships between objects in an organization. Shapes (boxes) directly below other shapes are subordinate shapes. Assistant managers are subordinate to managers. Charts and diagrams are created by selecting Insert, Diagram on the menu bar.

QUESTION NO: 10

**Which methods below can be used to apply newspaper columns to a document?
Select all that apply.**

- A. Insert, Columns on the menu bar
- B. Format, Columns on the menu bar
- C. Tools, Columns on the menu bar
- D. Columns button on the toolbar

Answer: B, D

Explanation: Newspaper columns can be applied to a document by selecting Format, Columns on the menu bar or by clicking the Columns toolbar button on the Standard toolbar.

QUESTION NO: 11

Select the correct menu bar sequence to apply shading to a paragraph.

- A. Format, Paragraph, Shading
- B. Paragraph, Borders and Shading
- C. Tools, Borders and Shading
- D. Format, Borders and Shading

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Answer: D

Explanation: Shade a paragraph by selecting Format, Borders and Shading on the menu bar, and selecting the Shading tab.

QUESTION NO: 12

Which choice below is NOT a font style?

- A. Color
- B. Underline
- C. Bold
- D. Italic

Answer: A

Explanation: The four font styles are bold, italic, bold-italic, and underline. Font styles can be applied either from the Formatting toolbar or by clicking Format, Font on the menu bar.

QUESTION NO: 13

Pick the correct menu bar sequence so gridlines do not show when a table is created.

- A. Table, Hide Gridlines
- B. Format, Hide Gridlines
- C. Hide Gridlines, Table
- D. Table, Gridlines

Answer: A

Explanation: Don't confuse gridlines with borders. This is a common mistake. Hide gridlines by selecting Table, Hide Gridlines on the menu bar

QUESTION NO: 14

Josh is working on his document which contains a five row table. The cell cursor is in row 3 of the table.

What menu bar sequence can he use to insert a row between rows 2 and 3?

- A. Insert, Table, Rows Above
- MOUS Word 2002*
- B. Table, Insert, Rows Below
- C. Table, Insert, Rows Above
- D. Insert, Row, Above

Answer: C

Explanation: When inserting rows, it is important to know the location of the cursor. Knowing where the cursor is determines what option you should select from the Table, Insert menu bar sequence. Insert Rows Above or Below is relative to location of the cursor location within the table.

QUESTION NO: 15

There is a picture file you wish to place into your document. What menu command sequence would you use to properly insert the picture?

- A. File, Insert, Picture
- B. Insert, Picture, From File
- C. Tools, Insert, Picture
- D. Insert, File, Picture

Answer: B

Explanation: ClipArt, picture files, WordArt, and other graphic related objects can be inserted into a document by selecting Insert, Picture on the menu bar. The Drawing toolbar can also be used to insert graphic objects.

QUESTION NO: 16

Marcia is working on her Word outline. She has just finished keying third level text and has hit the enter key which has taken her to a new third level bulleted item. What key combination can she use to go back up one level in the outline?

- A. Ctrl-TAB
- B. TAB
- C. Alt-TAB
- D. Shift-TAB

Answer: D

Explanation: To go down levels in an outline, the TAB key is used. To go up outline levels, perform a SHIFTTAB.

To create an outline, click Format, Bullets and Numbering on the menu bar, and select the desired bulleted or numbered characters

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QUESTION NO: 17

Pick the TRUE statements in reference to Print Previewing a document. Select all that apply.

- A. Turn it on from the File menu
- B. Multiple pages can be previewed
- C. Edit while in Print Preview mode
- D. You can't preview a blank document

Answer: A, B, C

Explanation: D is the only false answer. Although you may never do it, a blank document can be previewed. Preview a document by clicking File, Print Preview on the menu bar. Multiple pages can be previewed by selecting the Multiple Pages button from the Print Preview toolbar. A document can be edited in Print Preview by clicking the Magnifier button on the Print Preview toolbar.

QUESTION NO: 18

What are some of the search options you can select when performing a Find and Replace? Select all that apply.

- A. Match Case
- B. Use Wildcards

- C. Sounds Like
- D. Looks Like

Answer: A, B, C

Explanation: Looks Like is not an option. Other options include Find Whole Words Only and Find All Word Forms.

QUESTION NO: 19

Under what situation would you use Save As instead of Save? Select all that apply.

- A. Save to different location
- B. Saving for the first time
- C. Save file with same name
- D. Save in a different file format

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Answer: A, B, D

Explanation: D is the only answer that doesn't require the Save As dialog box. Saving in a different file format such as Word 6.0 requires you do use the Save As dialog box as does a first time save and saving to a different location such as a floppy disk.

QUESTION NO: 20

Pick TWO options that would cause the Save As dialog box to appear on a document that has already been saved once. Select TWO answers.

- A. File, Save on the menu bar
- B. F12 key
- C. Tools, Save As on the menu bar
- D. File, Save As on the menu bar

Answer: B, D

Explanation: The Tools menu has no Save option. The F12 key is a less familiar method of calling up the Save As dialog box.

QUESTION NO: 21

When inserting a date field into a Word document, what check box must be checked in the Date and Time dialog box so the date and time changes automatically?

- A. Update Automatically
- B. Update
- C. Change
- D. Change Automatically

Answer: A

Explanation: Placing a check mark in the Update Automatically check box when in the Date and Time dialog box will cause the date and time to update automatically. Select Insert, Date and Time on the menu bar to insert a date and time field.

QUESTION NO: 22

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Which is NOT a line spacing option when formatting a paragraph from the Paragraph dialog box?

- A. 1.5 Lines
- B. Single
- C. At most
- D. Double

Answer: C

Explanation: A, B, and D are all line spacing options. There is no At Most option. There is, however, an At Least line spacing option. Set line spacing by selecting Format, Paragraph on the menu bar or by selecting the Line Spacing button on the Formatting toolbar.

QUESTION NO: 23

When comparing and merging document, how to the differences appear between the documents.

- A. Changes Tracked
- B. Tracked Changes
- C. Changes Updated
- D. Tracked Modifications

Answer: B

Explanation: When a document is compared and merged with another, the differences display as tracked changes. Select Tools, Compare and Merge Documents on the menu bar to compare and merge documents.

QUESTION NO: 24

Pick the improper method of bolding selected text.

- A. Formatting toolbar button
- B. Ctrl-B
- C. Font Style in Font dialog box
- D. Standard toolbar button

Answer: D

Explanation: The Standard toolbar does not contain any formatting buttons. All font styles can be accessed by selecting Format, Font on the menu bar.

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QUESTION NO: 25

Assuming the Formatting toolbar has not been altered from its default setting, which buttons are NOT on the toolbar. Select all that apply.

- A. UNDO
- B. Increase/Decrease Indent
- C. Small Caps
- D. Highlight

Answer: A, C

Explanation: UNDO is on the Standard toolbar not Formatting. The small caps text effect is most often applied from the Effects section of the Font dialog box.

QUESTION NO: 26

Pick all methods to start the spell checker. Select all that apply.

- A. F7
- B. Formatting toolbar button
- C. Tools, Spelling and Grammar
- D. Standard toolbar button

Answer: A, C, D

Explanation: There are three primary ways to start the spell checker: F7 on the keyboard, Tools, Spelling and Grammar on the menu bar, and selecting the Spelling and Grammar button on the Standard toolbar. Words not recognized by the spell checker are identified by a red, wavy line beneath the word.

QUESTION NO: 27

The font size of a character uses what unit of measure?

- A. Points
- B. Pixels
- C. Millimeters
- D. Inches

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Answer: A

Explanation: Fonts are measured in points. One point equals 1/72nd of an inch. Hence: A font size of 72 would print one inch on the page. Font size can be changed from the Font Size dropdown list on the Formatting toolbar.

QUESTION NO: 28

What would you key into the Pages field of the Print dialog box if you only want pages 1 through 10 and page 18 to print?

- A. 1,10,18
- B. 1-10,18
- C. 1-18
- D. 1-10-18

Answer: B

Explanation: When printing separate or grouped pages, dashes indicate "through" and commas represent individual pages. Select File, Print on the menu bar or perform a Ctrl+P on the keyboard to call up the Print dialog box.

QUESTION NO: 29

Pick all illegal document filenames. Select all that apply.

- A. MyDocument.doc
- B. My*Document.doc
- C. MyDocument.dco
- D. My?Document.doc

Answer: B, D

Explanation: Be careful!! Although C looks incorrect, you can use any file extension you want. If a filename extension is different than DOC, Word will actually add DOC at the end. In answer C, Word would make it MyDocument.dco.doc which is still a legal but awkward looking filename. Asterisks and question marks are wildcard characters and cannot be used in a document filename.

QUESTION NO: 30

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Mia's paragraph is aligned evenly on both left and right sides of the paragraph. What type of justification is applied to Mia's paragraph?

- A. Right
- B. Full
- C. Left
- D. Justify

Answer: D

Explanation: Paragraph alignment where both sides are even is called justify. Newspapers and magazine articles typically use this type of justification. Setting paragraph alignment is most commonly done from the Formatting toolbar.

QUESTION NO: 31

Mark is constantly spelling the word "The" incorrectly but when he hits the spacebar; the word automatically corrects the spelling. What Word feature is working?

- A. AutoComplete
- B. AutoFix
- C. AutoSpell
- D. AutoCorrect

Answer: D

Explanation: AutoCorrect is a feature that automatically corrects commonly misspelled words. To add your own words to AutoCorrect, select Tools, AutoCorrect Options on the menu bar. Key the misspelled word into the Replace field followed by the correct spelling into the With field.

QUESTION NO: 32

Previewing a document as it will appear on the Internet uses which view.

- A. Web Page Preview
- B. View Web Page
- C. Web Page View
- D. age View

Answer: A

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Explanation: Selecting File, Web Page Preview on the File menu displays the document in the Internet Explorer web browser.

QUESTION NO: 33

Samantha has replaced the word Manager with the word Leader throughout her document using the Find and Replace feature. Upon inspection, she realizes that totally unrelated words like leadership have also been updated when they shouldn't have been. What option should Samantha have used when in the Find and Replace dialog box that would have avoided this situation?

- A. Use Wildcards
- B. Find All Word Forms

- C. Find Whole Words Only
- D. Match Case

Answer: C

Explanation: Although all answers are options in the dialog box, Find Whole Words Only is the correct answer. Selecting this option ensures that only the whole word is searched for and not parts of larger words like leadership. Select Edit, Replace on the menu bar to call up the Find and Replace dialog box.

QUESTION NO: 34

Assuming that all page setup settings have not been altered, what are the default top and bottom margins for a new blank document?

- A. 1.25"
- B. 2"
- C. 1.5"
- D. 1"

Answer: D

Explanation: The default top and bottom margins are 1" and the default right and left margins are 1.25". Margins are changed from the Margins tab in the Page Setup dialog box.

QUESTION NO: 35

Susan is print previewing her document and notices that a very small amount of text appears at the top of page 2. What toolbar button can Susan select in Print Preview so the text fits on one page?

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- A. Scale to fit
- B. Size to fit
- C. Reduce to fit
- D. Shrink to fit

Answer: D

Explanation: Shrink to fit slightly decreases the font size of the document text. This feature is usually used for short documents (2-3 pages..

QUESTION NO: 36

A file with a filename extension of JPG, BMP, and GIF are what kind of file?

- A. Document Files
- B. Picture Files

- C. Web page files
- D. ClipArt Files

Answer: B

Explanation: Many picture file extensions are JPG, BMP, and GIF. Document files are DOC, Web pages are HTM, and ClipArt files are WMF. Insert a picture into a document by selecting Insert, Picture, From File on the menu bar.

QUESTION NO: 37

What keyboard shortcut can be used to activate Word's Thesaurus feature?

- A. F7
- B. Shift-F7
- C. Ctrl-F7
- D. Alt-F7

Answer: B

Explanation: F7 turns on the spell checker and Shift-F7 activates the thesaurus. The thesaurus is used to find synonyms and antonyms of selected words. Selecting Tools, Language, Thesaurus on the menu bar can also be used to call up the Thesaurus dialog box.

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QUESTION NO: 38

Assuming all default settings are in place, what is the default font color setting for a new document?

- A. Red
- B. Black
- C. Automatic
- D. Blue

Answer: C

Explanation: Although Black seems like a tempting choice, Automatic is the official default font color setting. Furthermore, Automatic isn't really a color, it is a setting, which was specified in the question.

QUESTION NO: 39

You have been assigned to create a very wide table storing employee work schedule information in a Word document. The entire table must fit on one page. Which Word page orientation option would be best for this document?

- A. Lengthwise

- B. Landscape
- C. Portrait
- D. Panoramic

Answer: B

Explanation: Landscape orientation is the ideal page orientation for wide documents. Page orientation is selected from the Margins tab in the Page Setup dialog box.

QUESTION NO: 40

What is the maximum number of columns that can be applied from the Presets section of the Columns dialog box?

- A. 1
- B. 2
- C. 3
- D. 4

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Answer: C

Explanation: Although up to 12 columns can be applied using the Number of columns field in the Columns dialog box, 3 is the highest number in the Presets section. Select Format, Columns on the menu bar to create, modify, and format columns.

QUESTION NO: 41

Select the incorrect keyboard shortcuts in reference to cutting, copying, and pasting data. Select all that apply.

- A. Ctrl-C = Cut
- B. Ctrl-V = Paste
- C. Ctrl-C = Copy
- D. Ctrl-P = Paste

Answer: A, D

Explanation: Ctrl-X is used to cut data and Ctrl-P calls up the Print dialog box.

QUESTION NO: 42

Pick the TRUE statements in reference to Word comments. Select TWO answers.

- A. They appear in the right margin
- B. They appear in the left margin
- C. Inserted from the Insert menu
- D. They cannot be edited

Answer: A, C

Explanation: Comments appear in the right margin and are created by selecting Insert, Comment on the menu bar. Comments are inserted at the insertion point.

QUESTION NO: 43

Which dialog box can be used to create an outline in a Word document?

- A. Bullets and Numbering
- B. Font
- MOUS Word 2002*
- C. Numbering and Bullets
- D. Paragraph

Answer: A

Explanation: An outline can be created by selecting Format, Bullets and Numbering on the menu bar.

QUESTION NO: 44

Kelly wants to save her already saved document using the same name. Select all options she can use to save the file. Select all that apply.

- A. File, Save on the menu bar
- B. Ctrl-S
- C. Save toolbar button
- D. Tools, Save on the menu bar

Answer: A, B, C

Explanation: There is no Save command on the Tools menu. All other answers can be used to save a previously saved document.

QUESTION NO: 45

When shading a paragraph, what button can be selected on the Shading panel within the Borders and Shading dialog box to create Custom colors?

- A. Additional Colors
- B. More Colors
- C. Normal Colors
- D. Custom Colors

Answer: B

Explanation: Custom colors can be created by selecting the More Colors button on the Shading panel of the Borders and Shading dialog box.

QUESTION NO: 46

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Don begins to key "To Whom It May Concern" but while but half way through, a small yellow box appears by the insertion point displaying the whole phrase "To Whom It May Concern". What Word feature is working?

- A. AutoText
- B. AutoFill
- C. AutoWord
- D. AutoComplete

Answer: A

Explanation: AutoText has a complete library of commonly used business words. Examples include Ladies and Gentlemen, and Attention. Select Insert, AutoText on the menu bar to see many more AutoText entries.

QUESTION NO: 47

Erica inserts default page numbering into her document. How will the number appear on page 1?

- A. 1
- B. i
- C. I
- D. A

Answer: A

Explanation: By default, page numbers are Arabic. Page number formats can be changed by selecting View, Header and Footer on the menu bar and selecting the Format Page Number button on the Header and Footer toolbar.

QUESTION NO: 48

Which one below is NOT a section break type?

- A. Odd
- B. Previous Page
- C. Even
- D. Continuous

Answer: B

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Explanation: The four section break types are: Continuous, Odd, Even, and Next Page. Breaks are inserted from the Insert menu.

QUESTION NO: 49

Connecting two or more cells in a table is called _____ and dividing one cell into two or more separate cells is called _____. Select TWO answers.

- A. Splitting
- B. Joining
- C. Breaking
- D. Merging

Answer: A, D

Explanation: Breaking up a cell into two or more cells is called splitting and joining two or more cells into one cell is called merging. Both operations are completed by selecting the cell(s) and selecting the desired option from the Table menu.

QUESTION NO: 50

Emboss, Engrave, Outline, and Shadow are examples of what?

- A. Text Properties
- B. Text Effects
- C. Text Characteristics
- D. Character Effects

Answer: B

Explanation: Text effects are applied by selecting the desired effect from the Effects section in the Font dialog box.

QUESTION NO: 51

Pick the correct menu bar sequence so gridlines do not show when a table is created.

- A. Table, Hide Gridlines
- B. Format, Hide Gridlines
- C. Hide Gridlines, Table

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- D. Table, Gridlines

Answer: A

Explanation: Don't confuse gridlines with borders. This is a common mistake. Hide gridlines by selecting Table, Hide Gridlines on the menu bar

QUESTION NO: 52

What is the quickest way to apply newspaper columns to the current document?

- A. Standard toolbar button
- B. Format, Columns on the menu bar
- C. File, Columns on the menu bar
- D. Formatting toolbar button

Answer: A

Explanation: A and B can be used to apply newspaper columns but answer A would be the quickest method.

QUESTION NO: 53

Gayle has copied data from an Excel spreadsheet. The data will be inserted into a Word document. She wants the numbers to update in her document if the spreadsheet numbers change. What menu bar paste method will she use to successfully accomplish this task?

- A. Edit, Paste
- B. Edit, Paste Special
- C. Edit, Paste Spreadsheet
- D. Edit, Paste Link

Answer: A

Explanation: She will select Edit, Paste Special on the menu bar. When the Paste Special dialog box opens, she will select the Microsoft Excel Worksheet Object from the As list window and she will select the Paste Link option button. Selecting the Paste Link button will link her spreadsheet data to the document and any updates made in Excel will reflect in the document.

QUESTION NO: 54

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Which tab stop below is NOT available in a Word document?

- A. Top
- B. Decimal
- C. Left
- D. Center

Answer: A

Explanation: The top tab does not exist in Word. To set tabs, select Format, Tabs on the menu bar or select the tab from the tab selector on the ruler and click each tab location on the ruler. Decimal tabs keep the decimal point in line when a column of decimal numbers

are keyed. Center tabs are used to center data in a column. Left tabs keep data left aligned when keyed in a column.

QUESTION NO: 55

The highlight button is located on the _____ toolbar.

- A. Picture
- B. Standard
- C. Drawing
- D. Formatting

Answer: D

Explanation: Assuming an unaltered toolbar, the highlight button is the next to last button on the Formatting toolbar.

QUESTION NO: 56

Folders can be created from which TWO dialog boxes? Select TWO answers.

- A. Save As
- B. Print
- C. Properties
- D. Open

Answer: A, D

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Explanation: The Save As and Open dialog boxes can be used to create folders. These dialog boxes contain a Create New Folder button on the dialog box's toolbar. Folders are storage locations for individual files. Folders in Windows resemble manila folders found in a file cabinet.

QUESTION NO: 57

Pick the methods below to indent a paragraph. Select all that apply.

- A. Paragraph dialog box
- B. Standard toolbar
- C. Ruler indent markers
- D. Indent dialog box

Answer: A, C

Explanation: The indent dialog box does not exist nor can indents be applied from the Standard toolbar. Indenting can be applied by selecting Format, Paragraph on the menu bar or by clicking and dragging the indent markers on the ruler.

QUESTION NO: 58

When a Word document is saved as a web page, it is saved in _____ format.

- A. HMTL
- B. HTLM
- C. HMLT
- D. HTML

Answer: D

Explanation: HTML, or Hypertext Markup Language is the file format used for web pages on the Internet.

QUESTION NO: 59

Pick the incorrect keyboard shortcut when aligning paragraph text.

- A. Ctrl-R - Right Align
- B. Ctrl-E - Center Align
- C. Ctrl-C - Center Align
- D. Ctrl-L - Left Align

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Answer: C

Explanation: Tricky question here. Remember, Ctrl-C copies selected data to the clipboard.

QUESTION NO: 60

When inserting a date field code from the Date and Time dialog box, what is the default (top) Date format?

- A. February 10, 2003
- B. 2-10-03
- C. 2/10/2003
- D. 10-Feb-03

Answer: C

Explanation: All of these formats are available but C is the default format. Insert the Date and Time field by selecting Insert, Date and Time on the menu bar.

QUESTION NO: 61

David has selected the word "fantastic" in his document. For what reason would he use Word's Thesaurus feature?

- A. Check spelling
- B. Check grammar
- C. Change languages
- D. Find synonyms and antonyms

Answer: D

Explanation: The thesaurus is used to find synonyms and antonyms for selected words. The thesaurus is turned on by selecting Tools, Language, Thesaurus on the menu bar.

QUESTION NO: 62

How many cut/copied items can be stored on the clipboard?

- A. 1
- MOUS Word 2002*
- B. 12
 - C. 6
 - D. 24

Answer: D

Explanation: MS Office 2000's clipboard can store 12 cut/copied items and MS Office 97 can hold only one.

QUESTION NO: 63

First Line and Hanging are what type of paragraph indents?

- A. Proprietary
- B. Standard
- C. Special
- D. Unique

Answer: C

Explanation: First Line and Hanging indents are applied from the Special dropdown list in the Paragraph dialog box.

QUESTION NO: 64

Previewing a document as it will appear on the Internet uses which view.

- A. Web Page Preview
- B. View Web Page
- C. Web Page View
- D. age View

Answer: A

Explanation: Selecting File, Web Page Preview on the File menu displays the document in the Internet Explorer web browser.

QUESTION NO: 65

Marla saves a blank weekly timesheet as a template so employees can open it, fill it out, then save it under a different name. What filename extension is applied to the document template by default?

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- A. DOT
- B. TMP
- C. TEM
- D. DOC

Answer: A

Explanation: To save a document as a template, activate the Save As dialog box and select Document Template from the Save as type dropdown list. The DOT filename extension will automatically be appended to the filename.

QUESTION NO: 66

Which button does not appear on the Header and Footer toolbar?

- A. Format Page Number
- B. Insert Time
- C. Alignment
- D. Insert Date

Answer: C

Explanation: Alignment buttons do not appear on the Header and Footer toolbar. They are located on the Formatting toolbar. Insert a header and footer by selecting View, Header and Footer on the menu bar.

QUESTION NO: 67

Which is NOT a method of aligning paragraph text? Select all that apply.

- A. Ctrl-C
- B. Font Dialog Box
- C. Ctrl-E
- D. Ctrl-R

Answer: A, B

Explanation: Ctrl-C copies selected data to the clipboard and the Font dialog box does contain paragraph alignment options. Ctrl-R right aligns text and Ctrl-E center aligns text.
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QUESTION NO: 68

Assuming there is an unaltered installation of Microsoft Word with all default settings in place, what is the default font and font size of a new blank document?

- A. Arial, 12 pt
- B. Times New Roman, 10 pt
- C. Times New Roman, 12 pt
- D. Arial, 10 pt

Answer: C

Explanation: The default font and font size is 12 point times new roman. This default can be changed for all documents by setting the font in the Font dialog box and clicking the Default button.

QUESTION NO: 69

Shimmer and Sparkle Text are examples of _____.

- A. Text Properties
- B. Text Effects
- C. Text Attributes
- D. Text Settings

Answer: B

Explanation: Shimmer and Sparkle Text are examples of Text Effects. Other effects include Shimmer and Marching Black Ants. Text effects are applied from the Text Effects tab in the Font dialog box.

QUESTION NO: 70

When menu bar sequence can Mark use to create mailing labels?

- A. Tools, Envelopes and Labels
- B. Tools, Letters and Mailings, Envelopes and Labels
- C. Format, Envelopes and Labels
- D. Tools, Mailings, Envelopes

Answer: B

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Explanation: Select Tools, Mailings, Envelopes and Labels on the menu bar to create envelopes and labels.

Answer A was used in previous versions of Word.

QUESTION NO: 71

Select the TRUE statements in reference to paragraph formatting. Select all that apply.

- A. Hanging indents can be used
- B. Line spacing is single by default
- C. Ctrl-E right aligns a paragraph
- D. Before and After is a spacing option

Answer: A, B, D

Explanation: All answers are correct except C. Ctrl-E center aligns a paragraph.

QUESTION NO: 72

John has a ten-page document that contains two sections with different headers. He decides to remove the header from the second section and connect to the header in the first section. After he deletes the header in section 2, what button can he click on the Header and Footer toolbar to connect to the header in section 1?

- A. Same as Previous
- B. Same as Next
- C. Previous Section
- D. Same as Prior

Answer: A

Explanation: Clicking the Same as Previous button on the Header and Footer toolbar will link the section 1 header to section 2.

QUESTION NO: 73

Erica inserts default page numbering into her document. How will the number appear on page 1?

- A. 1
- B. i
- C. I

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- D. A

Answer: A

Explanation: By default, page numbers are Arabic. Page number formats can be changed by selecting View, Header and Footer on the menu bar and selecting the Format Page Number button on the Header and Footer toolbar.

QUESTION NO: 74

Thomas has a six-page report with headings at every paragraph. What is the most efficient way he can format and reformat his headings without having to format each individual heading every time?

- A. Don't use headings
- B. Apply a style to the headings
- C. Use the format painter
- D. Change the format manually

Answer: B

Explanation: Although the format painter would be fairly quick, applying styles is the best answer because if Thomas modifies the style, the style formatting will automatically update throughout the headings. Styles are created and applied by selecting Format, Style on the menu bar and selecting the desired style from the task pane.

QUESTION NO: 75

Which option is selected from the New Document task pane to view and select document templates without using the Internet?

- A. All Templates
- B. General Templates
- C. Template Sets
- D. Standard Templates

Answer: B

Explanation: Selecting File, New on the menu bar, causes the task pane to display. Clicking the General Templates option in the task pane displays the Templates dialog box where you can select letter, memo, and fax templates.

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QUESTION NO: 76

Assuming that all initial default settings are in place, what is the default tab stop in a new blank document?

- A. No tabs are set
- B. Every Half Inch
- C. Every Quarter Inch
- D. Every Inch

Answer: B

Explanation: Although they don't appear on the ruler, there are tabs every half-inch in a blank document. Once a tab is set either from the Ruler or Tabs dialog box, all default

tabs are cleared. The default tab stops can be changed from the Default tab stops field in the Tabs dialog box.

QUESTION NO: 77

Which button is selected on the Headers and Footers toolbar to change existing page numbers to roman numerals?

- A. Format Page Number
- B. Page Number Format
- C. Page Number Properties
- D. Number Format

Answer: B

Explanation: Clicking the Page Number Format button on the Headers and Footers toolbar allows you to change how your page numbering looks. Page numbers can be numbers, letters, lowercase roman numerals, and uppercase roman numerals. Page numbers can even start on numbers other than 1.

QUESTION NO: 78

Pick the FALSE statements in reference to bullets and numbering. Select TWO answers.

- A. Numbers can only start on 1
- B. TAB takes cursor down one level
- C. No toolbar buttons
- D. Shift-TAB takes cursor up one level

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Answer: A, C

Explanation: The key to this type of question is to isolate the TRUE answers. In this case, B and D are true. There are toolbar buttons for bullets and numbering and numbers can start on numbers other than 1.

QUESTION NO: 79

Kyle is working on a ten-page document that is part of a larger document. His ten pages will be pages 21 through 30 in the larger document. What can he do to make sure the page numbers are proper when he is in the Page Number Format dialog box?

- A. Key 21 into the Start at field
- B. Key 30 into the Start at field
- C. Key 21 into the Begin page field
- D. Key 21 into the Number field

Answer: A

Explanation: To insert page numbers starting on a page other than 1, click Insert, Page Numbers on the menu bar. Select the Format button. Key the starting page number into the Start at field of the Page Number Format dialog box.

QUESTION NO: 80

Select the incorrect methods of inserting WordArt into a document. Select TWO answers.

- A. Formatting toolbar button
- B. Drawing toolbar button
- C. Insert, WordArt on the menu bar
- D. Insert, Picture, WordArt on menu

Answer: A, C

Explanation: Although selecting Insert, Picture, WordArt can be used to insert WordArt, the Drawing toolbar button is much easier.

QUESTION NO: 81

What is the correct menu bar sequence to apply an AutoFormat to an existing table?

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- A. Table, AutoFormat
- B. Table, Table AutoFormat
- C. Format, AutoFormat
- D. Format, Table AutoFormat

Answer: B

Explanation: Answer A looks tempting but the correct sequence is Table, Table AutoFormat on the menu bar.

Table Classic 1 and Table Classic 2 are examples of table auto formats.

QUESTION NO: 82

Pick the FALSE statements in reference to saving a Word document. Select all that apply.

- A. 1st time saves require Save As dialog box
- B. Filenames can contain * and ? characters
- C. Spaces cannot be used
- D. Save As accessed from File menu

Answer: B, C

Explanation: Spaces can be used in a filename and saving a document for the first time requires the use of the Save As dialog box. Asterisks and question marks can never be used in a filename. These are wildcard characters.