

Chapter 1: Shapes, WordArt, and SmartArt

Module A: Shapes and text

A text box is a shape with text on it. True or false?

- **True**
- False

How can you access the Drawing Tools Format tab?

- **Select a shape.**
- Right-click a shape, and click Format Shape.
- Press Ctrl+F.

Which two ways can you open the Format Shape pane to have precise control over shape effects?

- **Right-click a shape, and click Format Shape.**
- **Click the lower-right corner of the Shape Styles group.**
- Double-click a shape.
- Right-click a shape, and click More Layout Options.

Module B: SmartArt

Clicking Reset Graphic returns a graphic to its original state, immediately after you've inserted it. True or false?

- True
- **False**

You can apply different styles to individual shapes in a SmartArt diagram. True or false?

- **True**
- False

Chapter 2: Managing documents

Module A: Custom themes

What elements of a theme can you customize independently? Choose all that apply.

- **Colors**
- **Effects**
- **Fonts**
- Shapes
- Styles

How many fonts can be defined in a theme? Choose the best answer.

- 1
- **2**
- 3
- 4

When you change theme effects, doing so affects any graphical elements that use shape styles. True or false?

- True
- **False**

A Style Set can contain only a single theme. True or false?

- True
- **False**

Module B: Building blocks

You can best add page numbers using the Header or Footer galleries. True or false?

- True
- **False**

Which ribbon tab has most of the building block galleries? Choose the best answer.

- Home
- **Insert**
- Design
- References

Before inserting a building block, you always need to place the insertion point where you want it to go. For example, before adding a header building block, you should edit the header. True or false?

- True
- **False**

Module C: Section breaks

You want a full-page graphic in the middle of your document to print in landscape format. What's the best thing to do before changing the page orientation?

- Insert a Next Page section break before the graphic.
- Insert a Next Page section break after the graphic.
- **Insert Next Page section breaks before and after the graphic.**
- Insert Continuous section breaks before and after the graphic.

There are two sections in your document: the first has two columns, and the second has one column. If you delete the section break between them, what happens? Choose the best answer.

- **The whole document will have one column.**
- The whole document will have two columns.
- It depends whether it was a New Page or Continuous break.

You can change margins, paper size, or page orientation for multiple sections at a time. True or false?

- **True**
- False

After creating 8 sections in a document, you unlink section 4's footer and then edit it. What parts of the document are changed?

- The headers and footers for sections 1–4.
- The headers and footers for sections 4–8.
- The footers for sections 1–4.
- **The footers for sections 4–8.**
- Only section 4's footer.

Module D: Page backgrounds

You can apply multiple watermarks to a single page. True or false?

- True
- **False**

What fill effect would you use to cover the page in a smooth color transition? Choose the best response.

- **Gradient**
- Pattern
- Picture
- Texture

If you like, you can create a page border that appears only on the left and right of the page. True or false?

- **True**
- False

How can you apply a watermark to a single section?

- Choose "This Section" from the "Apply to" list when you create it.
- **Make sure the section's header is unlinked from the other sections.**
- You can apply a watermark only to the entire document.

Chapter 3: Styles

Module A: Character styles

You're creating a document in which all employee names are colored and italicized, and you decide to do so using a style. What style type should you choose?

- **Character**
- Linked
- Paragraph

Which method of creating a style gives you the most control over the formatting included with the style? Choose the one best answer.

- Creating a style by example
- **Defining a style from scratch**

When copying text into a document, you want to preserve its layout and font exactly, even if you decide to later change themes in the rest of the destination document. What paste option will take the least amount of work?

- **Keep source formatting**
- Keep text only
- Merge formatting
- Use destination styles

Module B: Paragraph styles

Paragraph styles cannot be created by example. True or false?

- True
- **False**

Which of the following approaches to creating styles in a document makes most sense? Choose the one best answer.

- Create the lowest-level headings first and work backwards to the base style.
- **Create the base style first and build the heading styles from that.**

All styles are associated with a heading level. True or false?

- True
- **False**

Chapter 4: References and hyperlinks

Module A: Reference notes

You insert a footnote or endnote from which tab?

- Home
- Insert
- **References**
- Review

After entering an endnote, how can you return quickly to your place in the text?

- Right-click the note text, and click Go to Endnote.
- **Right-click the note number, and click Go to Endnote.**
- Press Ctrl+G.
- Use the Go To function.

Module B: Table of contents

If you don't use heading styles in a document, you can fill out the table of contents manually. True or false?

- **True**
- False

Which option in the Table of Contents window determines what heading levels are shown?

- Heading level
- Formats
- Heading depth
- **Show levels**

Module C: Hyperlinks

Hyperlinks can be applied only to text. True or false?

- True
- **False**

Which method(s) allow(s) you to create a hyperlink to another location in the same document?

- **Use the Place in This Document link.**
- Use Existing File or Web Page, then click Target Frame.
- **Use Existing File or Web Page, then click Bookmark.**
- Use Create New Document, then click Bookmark.
- Use Create New Document, then click Target Frame.

For email addresses, the display text is always the same as the address. True or false?

- True
- **False**

Chapter 5: Navigation and organization

Module A: Navigating documents

In the Find and Replace window, which do you click to search for special characters such as footnote marks and paragraph characters?

- **Special**
- Format
- Symbol
- Character

Which features allow you to skip through instances of a specified object, such as pictures or headings?

- Skip To
- **Go To**
- Find Object
- Hop Along
- **Navigation pane Search box**

Which keyboard shortcut opens the Navigation pane?

- Alt+N
- **Ctrl+F**
- Ctrl+N
- Alt+F

Module B: Master documents

When you add a subdocument to a master document, the content is copied to the master document, and you no longer need the subdocument.

- True
- **False**

How do you turn a document into a master document?

- Save it as a Master Document file type.
- On the Insert tab, check Master Document
- **On the Outlining tab, Insert a subdocument.**
- In the Navigation pane, on the Headings tab, click Add Part.

Chapter 6: Saving and sharing documents

Module A: Saving and sending

You need a colleague to edit a rather complex document, but his non-Microsoft word processing application can't reliably read Word's default format. What format would preserve most of your current formatting options while still being readable to the other application?

- **OpenDocument Text**
- PDF
- Rich Text Format
- XPS

XPS is natively supported by Windows Vista and later. True or false?

- **True**
- False

Word is really compatible only with blogs using Microsoft's Windows Live Spaces format. True or false?

- True
- **False**

What should you do if Word opens a document in Protected view? Choose the best response.

- Continue as normal: Protected view lets you edit the document safely.
- Delete or quarantine the file: Word has detected malware in it, and it's unsafe to open.
- **Disable Protected view if you trust the document's source.**
- Save the document in the default .docx format.

Module B: Comments

What can you do when editing a comment? Choose all that apply.

- Adjust paragraph settings
- Change character size
- **Change the font**
- **Insert an image**

If you want to print a document without showing comments, you have to delete them all. True or false?

- True
- **False**

To view an inline comment's full content, you need to show balloons or the Reviewing Pane. True or false?

- True
- **False**

Module C: Protecting documents

When you mark a document as final, you can specify a password needed to unlock it for editing. True or false?

- True
- **False**

For technical reasons, document encryption and editing restrictions don't work well together. True or false?

- True
- **False**

It's easy to recognize exceptions in a restricted document. True or false?

- **True**
- False

If you forget a document's encryption password, there's no easy way to recover it. True or false?

- **True**
- False