1. Which of the following software programs is a full-featured word processing program that allows users to create professional-looking documents and revise them easily?
    A. Microsoft Office 2010
    B. Windows
    C. Word 2010
    D. WordPad

    Answer: C

2. How do you access Word 2010 Help from the Word Window?
    A. Click the Microsoft Office Word Help button in the upper right corner of the Word window
    B. Press the F2 key
    C. Choose the Help command on the View Ribbon
    D. Click the Microsoft Office Word Help button in the lower left corner of the Word window

    Answer: A

3. Which is the shortcut key for accessing Microsoft Office Word Help from the Word window?
    A. F4
    B. F1
    C. F5
    D. F9

    Answer: B

4. Which area is used to view a portion of a document on the screen?
    A. Print Layout
    B. Status bar
    C. Word window
    D. Document window

    Answer: D

5. Which command is used to split a document into two panes so that different parts of the document can be viewed at the same time?
    A. Switch Windows
    B. Arrange All
    C. Split
    D. New Window

    Answer: C

6. In the document window, which bar is used to navigate and display the various areas of a document?
    A. Task
    B. Scroll
    C. Tool
    D. Status

    Answer: B

7. Which bar presents information about a document, the progress of current tasks, and the status of certain commands and keys, and also provides controls for viewing the document?
    A. Task
    B. Scroll

C. Tool
D. Status

Answer: D

8. To increase or decrease the size of the content in a Word 2010 window, which item on the status bar would you use?
    A. Zoom slider
    B. View picker
    C. Next page control
    D. Previous page control

    Answer: A

9. What is the control center located below the title bar at the top of the Word 2010 window called?
    A. Task Pane
    B. Tab
    C. Ribbon
    D. Groups

    Answer: C

10. In the lower-right corner of the ribbon groups, what is the name of the small arrow that displays a dialog box or a task pane with additional options for the group?
    A. Dialog Box Launcher
    B. Toolbar Ellipse
    C. Command Dropdown
    D. Option box slider

    Answer: A

11. What does an ellipse (three small dots) after a drop-down menu item signify?
    A. Choosing the Launcher will reveal more choices
    B. A dialog box will appear when the item is selected
    C. A website will be launched when the item is selected
    D. A help menu will be launched when the item is selected

    Answer: B

12. Which of the following automatically appears based on tasks you perform, and contains commands related to changing the appearance of text in a document?
    A. Dialog box
    B. Mini Toolbar
    C. Shortcut Menu
    D. Ribbon

    Answer: B

13. By default, which of the following is located above the ribbon, at the left edge of the title bar, to provide convenient, one-click access to frequently used commands?
    A. Mini Toolbar
    B. Shortcut Menu
    C. Quick Access Toolbar
    D. Status bar

Answer: C

14. What is the name of the list of frequently used commands that appears when you right-click an object?
A. Mini Toolbar
B. Shortcut Menu
C. Quick Access Toolbar
D. Status bar

Answer: B

15. On the Title bar, which item enables a user to minimize, maximize, or close the Word 2010 window?
A. File tab buttons
B. Zoom slider
C. Window control buttons
D. Word Ribbon tabs

Answer: C

16. Which command should you use to cancel a recent command or action?
A. File tab, close button
B. Shortcut Menu, Cancel command
C. Home Ribbon, Clear Formatting button
D. Quick Access Toolbar, Undo button

Answer: D

17. How do users switch from one ribbon to another in Word 2010?
A. Use any arrow key on the keyboard
B. Use the Page Up or Page Down keys on the keyboard
C. Click the tab of the ribbon they wish to access
D. Shift+ Tab to move to the next ribbon

Answer: C

18. When you hover your cursor over a command button in a ribbon, what is the name of the descriptive box that appears?
A. Button description
B. Tool Tip
C. Tool description
D. Command Tip

Answer: B

19. On the Title bar, which button may be selected to display only tab names rather than entire ribbons in the Word 2010 window?
A. Shrink the Ribbon
B. Hide the Ribbon
C. Decrease the Ribbon
D. Minimize the Ribbon

Answer: D

20. Which of the following actions or commands cannot be cancelled in Word 2010?
A. Printing and saving a document
B. Borders and shading

C. Font color change and font size change
D. Paragraph alignment and page orientations

Answer: A

21. In the Print dialog box, which area provides a user with a list of available printers?
A. Print button
B. Printer Status button
C. Printer List button
D. Printer Selector List

Answer: B

22. In the Print dialog box, which area displays several print options and gives a preview of how the document will look after printing?
A. Print controls
B. Print Preview
C. Print Gallery
D. Print Status

Answer: C

23. What is the name assigned to a file when it is saved?
A. Document name
B. Document title
C. File name
D. File title

Answer: C

24. What is the name of the view that provides data about documents and contains a set of commands to help a user manage documents?
A. Backstage
B. Properties
C. Document
D. Normal

Answer: A

25. Which command on the View Ribbon enables the document to be viewed as it would appear on a webpage?
A. Print Layout
B. Draft
C. Outline
D. Web Layout

Answer: D

26. On the View Ribbon, which command allows the document to be viewed as it would appear in a multilevel outline?
A. Print Layout
B. Draft
C. Outline
D. Web Layout

Answer: C

27. Which command is used to close the current document without exiting Word 2010?
A. File tab, choose Exit button

B. Close button in upper right corner of the program window
C. File tab, choose Close button
D. File tab, choose Quit button

Answer: C

28. To store a new or existing file with the same name, which button is used?
A. Exit
B. Close
C. Save As
D. Save

Answer: D

29. To save a new file or an existing file in its same storage location, which commonly used shortcut key or keyboard key combination is used?
A. CTRL + S
B. ALT + S
C. CTRL + V
D. Shift + S

Answer: A

30. Which dialog box allows a user to create a new folder in the desired storage location?
A. Options
B. Save As
C. Close
D. Print

Answer: B

31. Which of the following characters, sometimes called nonprinting characters, does Word 2010 display on the screen but not in a printed document?
A. Symbols
B. Formatting marks
C. Word marks
D. Word Codes

Answer: B

32. Which of the following nonprinting characters represents a single space in a document?
A. A small black dot
B. A small dash
C. A black arrow pointing right
D. A single quotation mark

Answer: A

33. Which of the following nonprinting characters represents a tab stop in a document?
A. A small black dot
B. A small dash
C. A black arrow pointing right
D. A single quotation mark

Answer: C

34. Which feature allows you to type words in a paragraph continually without pressing the enter key at the end of each line?
A. AutoEnter
B. AutoCorrect
C. Typewrap
D. Wordwrap

Answer: D

35. On the Insert Ribbon, which command creates a link to a webpage, picture, email address, or program?
A. Bookmark
B. Cross-reference
C. Hyperlink
D. Caption

Answer: C

36. What is the name of the Word 2010 feature that reviews spelling and grammatical errors as you type and compares them against the Microsoft Word dictionary?
A. Spelling & Grammar
B. Review & Edit
C. Spell Correct
D. Dictionary Check

Answer: A

37. What is the process of changing the appearance of a paragraph of text called?
A. Text formatting
B. Paragraph formatting
C. Character formatting
D. Document formatting

Answer: B

38. What is the process of changing the way characters appear, both on screen and in print, to improve document readability?
A. Text formatting
B. Paragraph formatting
C. Character formatting
D. Document formatting

Answer: C

39. Which of the following terms defines the appearance and shape of the letters, numbers, and special characters in a document?
A. Print
B. Font
C. Scheme
D. Format

Answer: B

40. What is the measurement system by which character size is determined in a Word 2010 document?
A. Character unit
B. Point
C. Space
D. Font unit

Answer: B

41. What fraction of an inch is a point?
    A. 1/60
    B. 1/75
    C. 1/72
    D. 1/70

    Answer: C

42. In Word 2010, which key enables a user to select multiple nonadjacent items in a document?
    A. Shift
    B. Alt
    C. Ctrl
    D. Insert

    Answer: C

43. In Word 2010, how are adjacent paragraphs in a document selected?
    A. Shift, then drag to select
    B. Click and drag to select
    C. Ctrl and page down to select
    D. Double-click to select

    Answer: B

44. What is a quick method for selecting an entire word in a document?
    A. Right-click the word
    B. Single-click the word
    C. Double-click the word
    D. Triple-click the word

    Answer: C

45. What is a quick method for selecting an entire paragraph in a document?
    A. Right-click the paragraph
    B. Single-click the paragraph
    C. Double-click the paragraph
    D. Triple-click the paragraph

    Answer: D

46. What is a series of paragraphs, each beginning with a bullet character, called?
    A. Organized list
    B. Bulleted list
    C. Unorganized list
    D. Symbol list

    Answer: B

47. What is the method for changing the default bullet list symbol?
    A. Select the list and choose the drop-down arrow next to the Bullets button to select from the Bullets Library
    B. Choose a new bullet from the Bullet Library in the Font dialog box
    C. Choose a new bullet from the Bullet Library in the Format Paragraph dialog box

D. Select the list and choose the dropdown arrow next to the Bullets button to select from the quick bullet styles list

    Answer: A

48. To give a slanted appearance to text in a document, which character formatting effect is applied?
    A. Superscript
    B. Strikethrough
    C. Subscript
    D. Italic

    Answer: D

49. Which character formatting effect is applied to text so that it appears in a smaller font size above the middle point of the line?

    A. Superscript
    B. Strikethrough
    C. Subscript
    D. Italic

    Answer: A

50. To make text appear in a smaller font size below the middle point of the line, which character formatting effect is applied?
    A. Superscript
    B. Strikethrough
    C. Subscript
    D. Italic

    Answer: C

51. What is a document feature that identifies 12 complementary colors for text, background, accents, and links in a document called?
    A. Color Scheme
    B. Color Theme
    C. Display Theme
    D. Display Scheme

    Answer: A

52. How does a user modify the colors in a selected theme?
    A. Choose the Theme Effects command on the Page Layout Ribbon
    B. Choose the Theme Colors command on the Page Layout Ribbon
    C. Choose the Theme Effects command on the Home Ribbon
    D. Choose the Theme Design command on the Page Layout Ribbon

    Answer: B

53. To save an existing document with a new file name or to save an existing document in a new location, which command is used?
    A. Save
    B. Close

C. Exit

D. Save As

Answer: D

54. What is the quickest way to exit Word 2010?
    A. File tab, then Save button
    B. File tab, then Close button
    C. File table, then Exit button
    D. Close button in upper right corner of Word 2010 window

    Answer: D

55. What is the file type of a Word 2010 document?
    A. .dox
    B. .docx
    C. .doc
    D. .dot

    Answer: B

56. What type of file is used for cross-platform document interchange and to preserve some document formatting to be used in other word processing programs?
    A. .txt
    B. .doc
    C. .html
    D. .rtf

    Answer: D

57. To specify the size of the viewable area and allow users to reduce or enlarge the size of a document window, which command is used?
    A. Scale
    B. Resize
    C. Zoom
    D. Scope

    Answer: C

58. In Word 2010, what is a named group of formatting characteristics called?
    A. Style
    B. Effects
    C. Cluster
    D. Group

    Answer: A

59. Which command on the Home Ribbon is used to modify a current style's color scheme?
    A. Styles
    B. Modify Styles
    C. Editing
    D. Change Styles

    Answer: D

60. In Word 2010, what is the name of the group of picture formatting characteristics that includes shadows, reflections, glow, soft edges, bevel, and 3-D rotation?

A. Style

B. Effects

C. Cluster

D. Group

Answer: B

61. Which command is used to insert a picture file from a storage device into a document?

    A. Screenshot
    B. Import
    C. Picture
    D. ClipArt

    Answer: C

62. Which file extensions represent the picture formats commonly used in Word 2010?
    A. .doc, .mpeg, and .jpg
    B. .jpeg, .ping, and .pft
    C. .bmp, .jpg, and .pft
    D. .jpg, .png, and .gif

    Answer: D

63. Which ribbon includes the command for inserting charts that illustrate or compare data?
    A. File
    B. Home
    C. Insert
    D. Draw

    Answer: C

64. Which of the following chart types are available in Word 2010?
    A. Bar, pie, line, and column
    B. Column, line, circle, and bubble
    C. Pie, bar, cone, and mountain
    D. Cone, bubble, oval, and line

    Answer: A

65. What is the command on the Insert Ribbon used to capture and insert a picture of any other open program window?
    A. Picture
    B. ClipArt
    C. Shapes
    D. Screenshot

    Answer: D

66. Which command on the Insert Ribbon is used to select the part of a program window to insert into a file?
    A. Screen Cutting
    B. Screenshot Clip
    C. Screen Clipping
    D. Screen SnapShot

    Answer: C

67. What is the ghosted graphic that is displayed on top of or behind text in a document called?
   A. Watermark
   B. Emblem
   C. Logo
   D. Imprint

   Answer: A

68. From the Page Borders command on the Page Layout Ribbon, which dialog box is used to manipulate the standard page border?
   A. Lines dialog box
   B. Borders and Shading dialog box
   C. Shapes dialog box
   D. Drawing dialog box

   Answer: B

69. Which command is used to apply a background color to an entire page of a Word 2010 document?
   A. Highlight
   B. Shade
   C. Page Color
   D. Color

   Answer: C

70. How is a watermark removed from a Word 2010 document?
   A. Choose Remove Watermark from the Watermark drop-down box on the Page Layout Ribbon
   B. Choose Cancel Watermark from the Watermark drop-down box on the Insert Ribbon
   C. Choose Delete Watermark from the Watermark drop-down box on the Page Layout Ribbon
   D. Choose Erase Watermark from the Watermark drop-down box on the Insert Ribbon

   Answer: A

71. Which command on the Picture Tools Format Ribbon is used to change the way text wraps around a selected object?
   A. Position
   B. Wrap Text
   C. Align Text
   D. Text Direction

   Answer: B

72. Which command on the Picture Tools Format Ribbon is used to set the exact position of an object in a document?
   A. Wrap Text
   B. Align Text
   C. Position
   D. Text Direction

   Answer: C

73. What is the correct term for the small, white boxes that appear around a selected graphic?
   A. Handles
   B. Selectors

C. Knobs
   D. Dials

   Answer: A

74. Which of the small, white boxes surrounding a graphic allows a user to proportionately resize the graphic?
   A. Left
   B. Top
   C. Corner
   D. Bottom

   Answer: C

75. What area in Word 2010 allows for manipulation of, insertion of, and changes to a drawing object?
   A. Drawing Box
   B. Art Canvas
   C. Picture Box
   D. Drawing Canvas

   Answer: D

76. Which command on the Home Ribbon allows a user to change the case of selected text to all uppercase, lowercase, sentence case, toggle case, or initial capitals?
   A. Modify Case
   B. Change Case
   C. Superscript
   D. Increase Font

   Answer: B

77. What are the decorative lines used to surround a page or the elements on a page called?
   A. Box
   B. Outline
   C. Border
   D. Frame

   Answer: C

78. To specify the exact style of the decorative lines used on a page, which dialog box is used?
   A. Line Style
   B. Borders and Shading
   C. Format Lines
   D. Format Borders

   Answer: B

79. Which command on the Home Ribbon applies color to the background behind selected text or paragraphs?
   A. Text Effects
   B. Text Highlight Color
   C. Shading
   D. Color

   Answer: C

80. To apply color to text or paragraphs to make them appear to be highlighted with a marker or pen, which command on the Home Ribbon is used?

A. Text Effects
B. Text Highlight Color
C. Shading
D. Color

Answer: B

81. Which command on the Home Ribbon applies a shadow, glow, or reflection to selected text or paragraphs?
A. Text Effects
B. Text Highlight Color
C. Shading
D. Color

Answer: A

82. Which technique is used to choose and move text in a Word 2010 document to a new location?
A. Copy-and-paste
B. Cut-and-paste
C. Select-and-cut
D. Drag-and-drop

Answer: D

83. The command that allows a user to selectively paste cell contents, cell formats, and the calculated values of original cells rather than their contents is called what?
A. Paste Special
B. Default Paste
C. Paste Plain Text
D. Format Painter

Answer: A

84. Which command on the Home Ribbon causes a line to be drawn in the middle of selected text?
A. Underline
B. Strikethrough
C. Superscript
D. Subscript

Answer: B

85. How are different underline styles selected when applying the underline font format to selected text?
A. Choose the Underline drop-down arrow on the Home Ribbon to select various underline styles
B. Right-click underlined text and choose underline styles from the Shortcut Menu
C. Select the underlined text, then choose Underline Styles from the Insert Ribbon
D. Double-click underlined text and choose Underline Styles from the Shortcut Menu

Answer: A

86. Which command allows a user to copy formatting rather than contents from one place to another in a document?
A. Paste Special
B. Default Paste
C. Paste Plain Text

D. Format Painter

Answer: D

87. After pasting an item into a document, what is the button that automatically appears in the document window?
A. Undo button
B. Redo button
C. Paste Options button
D. Paste Controls button

Answer: C

88. Which commonly used shortcut keys or keyboard combination is used to apply bold formatting to selected text?
A. Tab + B
B. Shift + B
C. Alt + B
D. Ctrl + B

Answer: D

89. Which commonly used shortcut keys or keyboard combination is used to apply underline formatting to selected text?
A. Ctrl + U
B. Tab + L
C. Shift + BU
D. Alt + L

Answer: A

90. What area in Word 2010 enables users to view document properties and update the properties information at any time while creating a document?
A. Document Properties Panel
B. Document Information Panel
C. Word Options dialog box
D. File Save as Options Screen

Answer: B

91. What area is used to provide information about the author, title, subject, keywords, category, and comments that describe the document?
A. Document Properties Panel
B. Document Information Panel
C. Word Options dialog box
D. File Save as Options Screen

Answer: A

92. In Word 2010, what is the default style called?
A. Normal style
B. Heading I style
C. Title style
D. Word style

Answer: A

93. Which option on the Apply Styles dialog box changes the settings for a selected style?
A. Change Styles

B. Edit
C. Modify
D. New Style

Answer: C

94. To quickly modify the settings for any style using the Style dialog box, which of the following would you use?
A. Style dialog box launcher on the Home Ribbon
B. Style dialog box launcher on the Insert Ribbon
C. Apply Styles dialog box launcher on the Styles drop-down list
D. Apply Styles dialog box button on the Styles drop-down list

Answer: A

95. How is a new style applied to text in a document?
A. Select text and click the desired style from the Styles Gallery from the Paragraph dialog box
B. Select text and click the desired style from the Styles Gallery on the Home Ribbon
C. Select text and open the Font dialog box, then click the desired style from the Styles Gallery
D. Select text and click the desired style from the Styles Gallery on the Insert Ribbon

Answer: B

96. What is the amount of vertical space between the lines of text in a paragraph called?
A. Paragraph spacing
B. Document spacing
C. Character spacing
D. Line spacing

Answer: D

97. In a Word 2010 document, what is the amount of space that appears between paragraphs called?

A. Paragraph spacing
B. Document spacing
C. Character spacing
D. Line spacing

Answer: A

98. In a Word 2010 document, what are the printable text and graphics at the top of each page called?
A. Title
B. Header
C. Lead Note
D. Leader

Answer: B

99. Which ribbon contains the command to create headers in a document?
A. File
B. Home
C. Insert
D. Page Layout

Answer: C

100. Which group contains the command to place text at the bottom edge of each printed page of a document?
A. Links
B. Text
C. Format
D. Header & Footer

Answer: D

101. What are the text and graphics that print at the bottom of every page in a Word 2010 document called?
A. Footnote
B. Endnote
C. Footer
D. Closer

Answer: C

102. What is a quick way to close the Header or Footer view in a Word 2010 document?
A. Right-click the footer or header
B. Double-click the footer or header
C. Double-click the title bar
D. Double-click the dimmed document text

Answer: D

103. Which of the following are valid placement options for page numbers in a document?
A. Left of page or bottom of page
B. Top of page or bottom of page
C. In the endnote or top of page
D. Top of page or in the footnote

Answer: B

104. What is a reference note inserted at the bottom of the page using the References Ribbon called?
A. Footer
B. Endnote
C. Footnote
D. Caption

Answer: C

105. Which of the following is a reference note that is displayed at the end of the document?
A. Footer
B. Endnote
C. Footnote
D. Caption

Answer: B

106. What is the descriptive text placed below an object called?
A. Footer
B. Endnote
C. Footnote
D. Caption

Answer: D

107. What is a quick reference point that gives the reader an overview of where to find content throughout the document?
   A. Citation
   B. Table of Contents
   C. Index
   D. Table of authorities

   Answer: B

108. Which References Ribbon tool helps with citing sources and managing sources in a bibliography?
   A. Insert Citation
   B. Table of Contents
   C. Index
   D. Table of Authorities

   Answer: A

109. Which tool includes a list of all tables, figures, or equations in a document?
   A. Citation
   B. Table of Contents
   C. Table of Figures
   D. Table of Authorities

   Answer: C

110. Which of the following refers to how the left and right edges of a paragraph align on a page?
   A. Margins
   B. Flow
   C. Position
   D. Alignment

   Answer: D

111. Which alignment option indicates that text in a document is aligned to both the left and right margins?
   A. Left align
   B. Right align
   C. Center align
   D. Justify align

   Answer: D

112. Which method of text entry enables a user to double-click a blank area in a document so that Word 2010 formats the typed information according to the location of the entry?
   A. Click-and-type
   B. Select-and-enter
   C. Click-and-enter
   D. Select-and-type

   Answer: A

113. What is the Word 2010 feature for using keyboard combinations instead of the mouse to select character formatting commands called?
   A. Keystrokes
   B. Shortcut keys
   C. Quick keys
   D. Easy Access keys

   Answer: B

114. To help users measure and control horizontal spacing in a document, Word 2010 provides which of the following tools just below the ribbon?
   A. Measuring Bar
   B. Measurement Line
   C. Ruler Guide
   D. Ruler

   Answer: D

115. Which feature of Word 2010 automatically corrects typing, spelling, capitalization, or grammar errors as they are typed?
   A. AutoCorrect
   B. Spell & Grammar Check
   C. AutoSpell
   D. AutoCheck

   Answer: A

116. Which dialog box provides the user with the ability to create pieces of text that will be replaced with full text as it is typed?
   A. AutoFormat
   B. Find & Replace
   C. AutoCheck
   D. AutoCorrect

   Answer: D

117. Which ribbon group within the Insert Ribbon enables a user to insert the current date and set the date to automatically update each time the document is opened?
   A. Format
   B. Symbols
   C. Text
   D. Pages

   Answer: C

118. What does Word 2010 automatically insert when it determines the text has filled one complete page allowed by the page size, margin settings, line spacing, and other settings?
   A. Line change
   B. Soft line change
   C. Page break
   D. Soft page change

   Answer: C

119. Which ribbon group within the Insert Ribbon contains the commands that enable a user to insert common mathematical symbols or equations?
   A. Format
   B. Symbols
   C. Text
   D. Pages

   Answer: B

120. When a user forces a document to create a new page at a specific location, which of the following terms best describes this action?
   A. Soft page break
   B. Manual page break
   C. Automatic page break

D. Manual document break

Answer: B

121. What type of paragraph formatting forces the first line into a position to the left of the rest of the paragraph?
A. Left indent
B. Right indent
C. Hanging indent
D. Forced indent

Answer: C

122. Which of the following does Word 2010 offer for temporary storage of up to 24 items copied from any Microsoft Office program?
A. Office Clipboard
B. Clip Collection
C. Clip Art
D. Office Temporary Storage

Answer: A

123. What is the process of creating a duplicate of an item while leaving the original item in place in the document called?
A. Cut
B. Move
C. Paste
D. Copy

Answer: D

124. What is the process of removing an item from a document with the intention of placing it in an alternative location in the document?
A. Cut
B. Move
C. Paste
D. Copy

Answer: A

125. What is the commonly used shortcut key or keyboard combination for copying text to the Clipboard?
A. Alt + C
B. Ctrl + C
C. Shift + Y
D. Shift + C

Answer: B

126. Which best describes the action of inserting a copied item from the Office Clipboard into a document?
A. Cut
B. Move
C. Paste
D. Copy

Answer: C

127. What is the commonly used shortcut key or keyboard combination for pasting text from the Clipboard?
A. Alt + P
B. Shift + P
C. Ctrl + V

D. Shift + V

Answer: C

128. In Word 2010, which reviewing tool is used to search for words that have a similar meaning to the word selected?
A. Spelling & Grammar
B. Research
C. Translate
D. Thesaurus

Answer: D

129. Which keyboard function key quickly activates the Spelling & Grammar checker?
A. F7
B. F1
C. F2
D. F8

Answer: A

130. Which tool converts words or paragraphs into a different language using the Word 2010 bilingual dictionaries?
A. Spelling & Grammar
B. Research
C. Translate
D. Thesaurus

Answer: C

131. What is the proper action to take when Word 2010 flags a proper noun as an error because the noun is not in its main dictionary?
A. Download a new dictionary
B. Add the entry to the Word 2010 custom dictionary
C. Edit the noun selection
D. Use the thesaurus to choose a new word

Answer: B

132. When comments are inserted into a Word 2010 document, how can they be removed?
A. Review Ribbon, Comments group, Delete command
B. Insert Ribbon, Delete Comment command
C. Double-click the comment to delete
D. Review Ribbon, Comments group, Remove command

Answer: A

133. Which ribbon contains the command to change the preset margin settings in a Word 2010 document?
A. Home
B. Insert
C. Page Layout
D. Review

Answer: C

134. Which tool on the Home Ribbon lets a user search for text in a document by keying the word into a search box?
A. Select
B. Find

C. Search
D. Locate

Answer: B

135. Which Editing group tool is used to search for and replace specific text in a document?
A. Select
B. Find
C. Replace
D. Locate

Answer: C

136. What is the graphic a user creates using Word 2010?
A. Drawing Object
B. Clip Art
C. Clip Object
D. Shape Art

Answer: A

137. Which group on the Home Ribbon contains commands to change the appearance of characters in a document?
A. Font
B. Paragraph
C. Editing
D. Modify

Answer: A

138. Which group on the Home Ribbon contains commands to control the placement of text in a document?
A. Font
B. Paragraph
C. Editing
D. Modify

Answer: B

139. What is the name of the command button on the Home Ribbon that returns document formatting to Normal Style?
A. Revert Style
B. Undo Formatting
C. Erase Style
D. Clear Formatting

Answer: D

140. What are the built-in or predefined styles used for formatting text called?
A. Auto Styles
B. Instant Styles
C. Quick Styles
D. Normal Styles

Answer: C

141. Which term refers to a location on the horizontal ruler that directs Word 2010 to position the insertion point when the Tab key is pressed?
A. Tab position
B. Tab stop
C. Tab character
D. Tab location

Answer: B

142. What is the default increment for tab stops in Word 2010?
A. 0.5 inch
B. 0.25 inch
C. 1 inch
D. 1.5 inch

Answer: A

143. What is the default leader selection for tab stops in Word 2010?
A. Dot
B. Dash
C. Underline
D. None

Answer: D

144. Which menu contains the command to apply a shape style?
A. Format Ribbon
B. Drawing Ribbon
C. Tools Ribbon
D. Drawing Tools Format Ribbon

Answer: D

145. What type of object is inserted into a Word 2010 document as part of a paragraph?
A. Inline object
B. Floating object
C. Shape object
D. Fixed object

Answer: A

146. What is the name of an object inserted into a Word 2010 document so that it is layered over or behind the text?
A. Inline object
B. Floating object
C. Shape object
D. Fixed object

Answer: B

147. Which button on the Picture Tools Format Ribbon is used to change the pigment of a graphic?
A. Corrections
B. Picture Effects
C. Recolor
D. Color

Answer: D

148. What does the mouse pointer look like when you are able to move a floating graphic to a new location within a document?
A. Four-headed arrow
B. Double-headed arrow
C. Black arrow
D. Hand

Answer: A

149. Which button on the Picture Tools Format Ribbon is used to flip a graphic so that it faces the opposite direction?

A. Transform
B. Position
C. Rotate
D. Group

Answer: C

150. Where is the button to insert an emblem, such as trademark or registered sign, into a document located?
   A. Home Ribbon, Symbols group
   B. Home Ribbon, Font group
   C. Insert Ribbon, Font group
   D. Insert Ribbon, Symbols group

Answer: D

151. What is the keyboard shortcut for inserting a manual page break?
   A. Ctrl + Insert
   B. Ctrl + Enter
   C. Shift + Enter
   D. Shift + Pause/Break

Answer: B

152. Which term refers to prebuilt components or reusable elements such as text, logos, or graphics that are stored for later use?
   A. Building Blocks
   B. Form Parts
   C. Document Blocks
   D. Data Blocks

Answer: A

153. Where does Word 2010 put elements such as text, logos, or graphics saved for later use in a document?
   A. Building Blocks Gallery
   B. Parts Gallery
   C. Quick Parts Gallery
   D. Element Gallery

Answer: C

154. Which ribbon contains the command to display gridlines used in aligning objects in a document?
   A. Home
   B. Insert
   C. Page Layout
   D. View

Answer: D

155. Which command in the View Ribbon is used to zoom a document view width to the same as the window width?
   A. Arrange
   B. One Page
   C. Page Width
   D. Split Window

Answer: C

156. Where is the command to insert a new table into a Word 2010 document?
   A. Home Ribbon, Tables group

B. Insert Ribbon, Tables group
C. Home Ribbon, Paragraph group
D. Insert Ribbon, Pages group

Answer: B

157. Which two ribbons become available when a table is selected in a Word 2010 document?
   A. Table Format and Table Tools
   B. Table Tools and Table Edit
   C. Table Tools Edit and Table Tools Format
   D. Table Tools Design and Table Tools Layout

Answer: D

158. Table styles may be applied to a table in a Word 2010 document from which ribbon?
   A. Table Tools Design Ribbon
   B. Table Tools Format Ribbon
   C. Table Tools Design Ribbon
   D. Table Tools Edit Ribbon

Answer: A

159. Which ribbon is used to insert a new row into a Word 2010 table?
   A. Table Tools Format Ribbon
   B. Table Tools Edit Ribbon
   C. Table Tools Layout Ribbon
   D. Table Tools Design Ribbon

Answer: C

160. Which command group in the Table Tools Ribbon contains the command to modify the height or width of rows and columns in a table?
   A. Editing
   B. Cell Size
   C. Rows and Columns
   D. Table Styles

Answer: B

161. Which ribbon contains the commands to apply preset table styles to a Word 2010 table?
   A. Table Tools Format Ribbon
   B. Table Tools Edit Ribbon
   C. Table Tools Layout Ribbon
   D. Table Tools Design Ribbon

Answer: D

162. Which of the following refers to text that is arranged in paragraphs in alphabetic, numeric, or date order based upon the first character in each paragraph?
   A. Filtering
   B. Alphabetizing
   C. Sorting
   D. Ordering

Answer: C

163. What is a quick way to alphabetize a list of information or numerically organize a list of numbers?
   A. Choose the Sort button on the Home Ribbon

B. Choose the Organize button on the Home Ribbon
C. Choose the Order button on the Page Layout Ribbon
D. Choose the Order button on the Home Ribbon

Answer: A

164. In Word 2010, which of the following enables a user to format common documents of the same type?
    A. Formula
    B. Template
    C. Boilerplate
    D. Document Form

Answer: B

165. What is the correct file type of a normal Word 2010 template?
    A. .docx
    B. .dot
    C. .tmp
    D. .dotx

Answer: D

166. In a Word 2010 template, which of the following items indicates the location where information should be typed?
    A. Field
    B. Placeholder
    C. Container
    D. Marker

Answer: B

167. Where is the command for modifying a document's margin settings located?
    A. Home Ribbon, Format group
    B. Home Ribbon, Page Setup group
    C. Page Layout Ribbon, Page Setup group
    D. Insert Ribbon, Pages group

Answer: C

168. Which of the following are preset margin settings in Word 2010?
    A. Slim, wide, and normal
    B. Mirrored, slim, and wide
    C. Normal, narrow, and slim
    D. Normal, moderate, and mirrored

Answer: D

169. What command enables Word 2010 to break lines between the syllables of words?
    A. Breaks
    B. Hyphenation
    C. Orientation
    D. Indent

Answer: B

170. What is the name of the pane that displays a step-by-step progression that guides a user through the creation of a mail merge?
    A. Mail Merge Task Pane

B. Document Merge Task Pane
C. Mailings Task Pane
D. Merge Task Pane

Answer: A

171. What is the name of the file that contains the data that changes from one merged document to another in a mail merge?
    A. Source document
    B. Merge document
    C. Data source
    D. Merge source

Answer: C

172. What are the field names that are linked to the data source in a mail merge document?
    A. Source fields
    B. Merge fields
    C. Data fields
    D. Merge data fields

Answer: B

173. Where is a Word 2010 mail merge data source stored for future use?
    A. My Documents folder
    B. My Mail Merge folder
    C. My Data Sources folder
    D. My Address List folder

Answer: C

174. In a mail merge, what condition can be created to determine how data is merged in a mail merge document?
    A. A comparison
    B. An expression
    C. A criterion
    D. A logical test

Answer: B

175. In order to save merged documents in a file or edit the contents of the individual merged letters, which merge option should be selected?
    A. Merge to New Document
    B. Merge and Print
    C. Merge and Save
    D. Merge and Review

Answer: A

176. What is the name of the note that can be inserted into a Word 2010 document by a reviewer to communicate suggestions, alerts, or tips to the author?
    A. Footnote
    B. Citation
    C. Comments
    D. Caption

Answer: C

177. Which term refers to the oblong boxes that appear when formatting changes are made in a document while tracking changes?

A. Citations
B. Balloons
C. Comments
D. Captions

Answer: B

178. Which command on the Review Ribbon limits how people edit or format specific parts of a document?
A. Track Changes
B. Block Authors
C. Protect Document
D. Restrict Editing

Answer: D

179. Which feature in Word 2010 highlights insertions, deletions, or formatting modifications in a document?
A. Track Changes
B. Reviewer
C. Mark Entry
D. Compare

Answer: A

180. What group in the Review Ribbon contains the command to accept or reject changes made to a document?
A. Proofing
B. Compare
C. Tracking
D. Changes

Answer: D

181. Which Track Changes command allows a user to see what a document looked like before any changes were made to it?
A. Reject All Changes
B. Original
C. Remove Edits
D. Show Markup

Answer: B

182. Which ribbon has commands that enable a user to compare or combine various versions of a document?
A. References
B. Review
C. Mailings
D. View

Answer: B

183. Which command is used to find the number of words, characters, paragraphs, or lines in a Word 2010 document?
A. Compare
B. Review
C. Word Count
D. Research

Answer: C

184. Which term refers to the two print layout positions of a document?
A. Direction
B. Alignment

C. Configuration
D. Orientation

Answer: D

185. Which window allows a user to see document pages exactly as they will print?
A. Print Outline
B. Document
C. Print
D. Review

Answer: C

186. Which Word 2010 tab contains the Print command?
A. File
B. Home
C. Print Layout
D. View

Answer: A

187. Which type of drawing object enables users to create shadowed, rotated, stretched, and wavy text effects?
A. SmartArt
B. WordArt
C. DrawingArt
D. EasyArt

Answer: B

188. What term refers to graphics used in Word 2010 documents to visually represent information using items such as graphical lists or process diagrams?
A. SmartArt
B. WordArt
C. DrawingArt
D. EasyArt

Answer: A

189. What command on the Insert Ribbon creates a preformatted placeholder for text in a document?
A. WordArt
B. Bookmark
C. Hyperlink
D. Textbox

Answer: D

190. What type of break is used to create a new section on the same page as the previous section?
A. Text
B. Line
C. Continuous
D. Page

Answer: C

191. Where is the command to divide a Word 2010 document into multiple columns located?
A. Home Ribbon, Paragraph group
B. Home Ribbon, Styles group
C. Insert Ribbon, Text group
D. Page Layout Ribbon, Page Setup group

Answer: D

192. Which type of break moves text following the break to the next column in the document?
    A. Column
    B. Page
    C. Section
    D. Continuous

    Answer: A

193. What is the default space between columns?
    A. 1 inch
    B. 0.25 inch
    C. 1.25 inch
    D. 0.5 inch

    Answer: D

194. What is the default paragraph alignment for the Normal Style in Word 2010?
    A. Right
    B. Left
    C. Center
    D. Justified

    Answer: B

195. How would a user create a line to appear between columns in a document?
    A. Draw a line using the Word 2010 drawing tools
    B. Select the Line Between option in the Columns dialog box
    C. Create a line between columns using the Borders and Shading dialog box
    D. Choose the Line command from the Insert Ribbon

    Answer: B

196. Where is column width and spacing controlled in a Word 2010 document?
    A. Page Setup dialog box on the Page Layout Ribbon
    B. Paragraph dialog box on the Home Ribbon
    C. Columns dialog box on the Page Layout Ribbon
    D. Font dialog box on the Home Ribbon

    Answer: C

197. Which option is selected in the Columns dialog box to create multiple columns in only one paragraph of text in a document?
    A. Apply to drop box
    B. Line Between
    C. Column Width
    D. Create Column

    Answer: A

198. How are columns removed from a document?
    A. Select One Column in the Page Setup dialog box
    B. Select the column text and choose One from the Columns drop-down list on the Page Layout Ribbon
    C. Select No Column in the Paragraph dialog box
    D. Select the column text and choose the No Column command in the Arrange group on the Page Layout Ribbon

    Answer: B

199. Which command on the Insert Ribbon enables a user to insert an embedded object into a document?
    A. Object
    B. Import
    C. Embedment
    D. Upload

    Answer: A

200. What is the name of a capital letter that is the first letter in a paragraph but is set in a larger font size than the rest of the characters in the paragraph?
    A. Paragraph starter
    B. Drop cap
    C. Line starter
    D. Paragraph capital

    Answer: B

201. Which type of drop cap moves to the left of the margin to offset the first letter?

    A. Enlarged
    B. Dropped
    C. In margin
    D. On edge

    Answer: C