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| 1. Jordan consistently misspelled a name in a document. The most efficient way to correct his error is to manually locate each instance of the misspelled word, and then retype the word with the correct spelling.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-19 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.1.2 - Replace data. | | *CORPORATE STANDARDS:* | 2199 - Find and replace text. | | *TOPICS:* | New Perspective Series: Finding and Replacing Text | | *KEYWORDS:* | Bloom's: Evaluate | | *DATE CREATED:* | 7/31/2019 2:18 AM | | *DATE MODIFIED:* | 7/31/2019 2:20 AM | |

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| 2. Jasmine needs an indent at the beginning of each paragraph in her document. The best way for her to achieve this is by entering eight spaces at the beginning of each paragraph.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-30 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 1397 - Create a first line indent. | | *TOPICS:* | New Perspective Series: Indenting a Paragraph | | *KEYWORDS:* | Bloom's: Analyze | | *DATE CREATED:* | 7/31/2019 2:20 AM | | *DATE MODIFIED:* | 7/31/2019 2:22 AM | |

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| 3. John needs to start a new page in a document. The best way for him to achieve this is by pressing ENTER until a new page is created.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-44 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.4.2 - Accept suggested spelling changes. | | *CORPORATE STANDARDS:* | 2560 - Insert a page break. | | *TOPICS:* | New Perspective Series: Creating Citations and Bibliography | | *KEYWORDS:* | Bloom's: Evaluate | | *DATE CREATED:* | 7/31/2019 2:22 AM | | *DATE MODIFIED:* | 7/31/2019 2:24 AM | |

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| 4. Jorge is reading a document that he knows contains comments, but he is unable to see them. In order to view the comments, he can press the Show Markup button on the Tracking group of the Review tab and then ensure that the Comments option is selected.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-6 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 7.3.5 - Manage workbook versions | | *CORPORATE STANDARDS:* | 4190 - Show or hide comments. | | *TOPICS:* | New Perspective Series: Reviewing the Document | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 2:24 AM | | *DATE MODIFIED:* | 7/31/2019 2:26 AM | |

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| 5. Andrea needs to remove all the comments from a document. The most efficient way for her to do this is by manually deleting each comment in the document.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-8 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 7.3.5 - Manage workbook versions | | *CORPORATE STANDARDS:* | 1803 - Delete all comments in a document. | | *TOPICS:* | New Perspective Series: Working with Comments | | *KEYWORDS:* | Bloom's: Evaluate | | *DATE CREATED:* | 7/31/2019 2:26 AM | | *DATE MODIFIED:* | 7/31/2019 2:27 AM | |

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| 6. Alan is working on a draft document. He wants the document to have more white space. He can do this by changing the line spacing.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-48 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.4 - Insert subtotals. | | *CORPORATE STANDARDS:* | 879 - Change the line spacing. | | *TOPICS:* | New Perspective Series: Creating Citations and Bibliography | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/31/2019 2:27 AM | | *DATE MODIFIED:* | 7/31/2019 2:28 AM | |

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| 7. To find the number of words in a document, press the Language button.   |  |  | | --- | --- | | *ANSWER:* | False - Word Count  False - word count  False - word Count  False - Word count  False - WORD COUNT | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-8 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 3.2.5 - Apply cell formatting. | | *CORPORATE STANDARDS:* | 4579 - Use the Word Count. | | *TOPICS:* | New Perspective Series: Working with Comments | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 2:30 AM | | *DATE MODIFIED:* | 7/31/2019 2:32 AM | |

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| 8. A negative indent causes lines of text to be indented more than the first line in the paragraph.   |  |  | | --- | --- | | *ANSWER:* | False - Hanging  False - hanging  False - HANGING | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-30 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 1512 - Create a hanging indent. | | *TOPICS:* | New Perspective Series: Indenting a Paragraph | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 2:33 AM | | *DATE MODIFIED:* | 7/31/2019 2:35 AM | |

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| 9. Karen wants a reference to appear at the bottom of a page. To do so, she should insert an endnote.   |  |  | | --- | --- | | *ANSWER:* | False - footnote  False - Footnote  False - FOOTNOTE | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-35 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 5.1.1 - Insert footnotes and endnotes. | | *CORPORATE STANDARDS:* | 2498 - Insert a footnote. | | *TOPICS:* | New Perspective Series: Creating a Footnote | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 2:36 AM | | *DATE MODIFIED:* | 7/31/2019 2:38 AM | |

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| 10. Generate a works cited list to display the works cited and works consulted while creating a document.   |  |  | | --- | --- | | *ANSWER:* | False - Bibliography  False - bibliography  False - BIBLIOGRAPHY | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-45 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 5.1.2 - Insert formula references. | | *CORPORATE STANDARDS:* | 2436 - Insert a bibliography. | | *TOPICS:* | New Perspective Series: Creating Citations and Bibliography | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 2:39 AM | | *DATE MODIFIED:* | 7/31/2019 2:41 AM | |

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| 11. A citation is a parenthetical reference in the document text that gives credit to the source for a quotation or other information used in a document.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-41 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 5.2.3 - Modify bibliography citation sources. | | *CORPORATE STANDARDS:* | 1964 - Illustrated series: Edit a citation. | | *TOPICS:* | New Perspectives Series: Creating Citations and Bibliography | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/9/2019 4:54 AM | | *DATE MODIFIED:* | 8/9/2019 4:57 AM | |

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| 12. Anna needs to leave a message for a collaborator about a specific paragraph in a document. Which of the following methods is the best way for her to communicate with her collaborator?   |  |  |  | | --- | --- | --- | |  | a. | Enter the desired message in a comment attached to the paragraph. | |  | b. | Enter the desired message in the header of the document. | |  | c. | Enter the desired message in a text box placed next to the paragraph. | |  | d. | Enter the desired message as a document property. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-9 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 7.3.4 - Add comments. | | *CORPORATE STANDARDS:* | 2476 - Insert a comment. | | *TOPICS:* | New Perspective Series: Working with Comments | | *KEYWORDS:* | Bloom's: Evaluate | | *DATE CREATED:* | 7/31/2019 2:47 AM | | *DATE MODIFIED:* | 7/31/2019 2:49 AM | |

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| 13. When a comment is no longer useful, you should do which of the following?   |  |  |  | | --- | --- | --- | |  | a. | Edit the comment. | |  | b. | Delete the comment. | |  | c. | Reply to the comment. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-7 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 7.3.5 - Manage workbook versions | | *CORPORATE STANDARDS:* | 1741 - Delete a comment. | | *TOPICS:* | New Perspective Series: Working with Comments | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 2:49 AM | | *DATE MODIFIED:* | 7/31/2019 2:51 AM | |

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| 14. What is a simple way to signify that a concern raised in a comment has been addressed?   |  |  |  | | --- | --- | --- | |  | a. | Edit the comment. | |  | b. | Delete the comment. | |  | c. | Resolve the comment. |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-7 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 7.3.5 - Manage workbook versions | | *CORPORATE STANDARDS:* | 3532 - Resolve a comment. | | *TOPICS:* | New Perspective Series: Working with Comments | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 2:52 AM | | *DATE MODIFIED:* | 7/31/2019 2:54 AM | |

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| 15. To correct an error in a comment, do which of the following?   |  |  |  | | --- | --- | --- | |  | a. | Resolve the comment. | |  | b. | Delete the comment. | |  | c. | Reply to the comment. | |  | d. | Edit the comment. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-8 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 7.3.5 - Manage workbook versions | | *CORPORATE STANDARDS:* | 1967 - Edit a comment. | | *TOPICS:* | New Perspective Series: Working with Comments | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 2:54 AM | | *DATE MODIFIED:* | 7/31/2019 2:56 AM | |

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| 16. Derek needs to change all green text in a document to purple text. Which of the following methods is the most efficient way to locate green text in the document?   |  |  |  | | --- | --- | --- | |  | a. | Search for text based on font color. | |  | b. | Scroll through the document looking for green text. | |  | c. | Inspect the document. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-22 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 8.1.2 - Inspect a presentation. | | *CORPORATE STANDARDS:* | 2201 - Find formatting. | | *TOPICS:* | New Perspective Series: Finding and Replacing Text | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 2:57 AM | | *DATE MODIFIED:* | 7/31/2019 2:59 AM | |

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| 17. To remove space after a paragraph, do which of the following?   |  |  |  | | --- | --- | --- | |  | a. | Press the Decrease Indent button. | |  | b. | Delete the last line of text in the paragraph. | |  | c. | Press the Line and Paragraph Spacing button and then select Remove Space After Paragraph. | |  | d. | Press the Justify button. |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-29 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 8.1.9 - Set paragraph pagination and formatting options. | | *CORPORATE STANDARDS:* | 3315 - Remove space before or after a paragraph. | | *TOPICS:* | New Perspective Series: Reviewing the MLA Style | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 2:59 AM | | *DATE MODIFIED:* | 7/31/2019 3:01 AM | |

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| 18. Joanne needs each page in her document to be numbered. She should do which of the following?   |  |  |  | | --- | --- | --- | |  | a. | Manually enter the page number at the bottom of each page. | |  | b. | Use the Insert Footnote button. | |  | c. | Use the Cross-reference button. | |  | d. | Use the Page Number button. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-32 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.4.6 - Utilize the Performance Analyzer. | | *CORPORATE STANDARDS:* | 2716 - Insert page numbers. | | *TOPICS:* | New Perspective Series: Inserting and Modifying Page Numbers | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 3:01 AM | | *DATE MODIFIED:* | 7/31/2019 3:03 AM | |

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| 19. To create a heading in a document, do which of the following?   |  |  |  | | --- | --- | --- | |  | a. | Select the desired text, and then select the desired heading in the Styles group. | |  | b. | Select the desired text, increase the font size, and then apply bold formatting. | |  | c. | Select the desired text, and then click the Bullets button. | |  | d. | Select the desired text, and then click the Increase Indent button. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-22 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.6 - Filter table records. | | *CORPORATE STANDARDS:* | 434 - Apply a paragraph style. | | *TOPICS:* | New Perspective Series: Working with Styles | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 3:04 AM | | *DATE MODIFIED:* | 7/31/2019 3:06 AM | |

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| 20. Which of the following methods is the best way to find a word in a document?   |  |  |  | | --- | --- | --- | |  | a. | Press CTRL+F and enter the word in the search box of the Navigation pane. | |  | b. | Scroll through the document manually looking for the word. | |  | c. | Enter the word in the Go To box, then press Enter. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-16 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.2.3 - Create and modify a slide layout. | | *CORPORATE STANDARDS:* | 4559 - Use the Navigation pane to search for text. | | *TOPICS:* | New Perspective Series: Using the Navigation Pane | | *KEYWORDS:* | Bloom's: Evaluate | | *DATE CREATED:* | 7/31/2019 3:06 AM | | *DATE MODIFIED:* | 7/31/2019 3:08 AM | |

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| 21. To see a thumbnail list of pages in a document, do which of the following?   |  |  |  | | --- | --- | --- | |  | a. | Click the Arrange All button. | |  | b. | Click the Side to Side button. | |  | c. | Open the Navigation pane and select Headings. | |  | d. | Open the Navigation pane and select Pages. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-16 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.2.4 - Move to a specific location in a document. | | *CORPORATE STANDARDS:* | 4557 - Use the Navigation pane to go to a page. | | *TOPICS:* | New Perspective Series: Using the Navigation Pane | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 3:09 AM | | *DATE MODIFIED:* | 7/31/2019 3:11 AM | |

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| 22. Aamir is preparing a research paper. He needs to insert a parenthetical reference that gives credit to the source of a quotation. What is the best way for him to achieve this?   |  |  |  | | --- | --- | --- | |  | a. | Enter the parenthetical reference manually. | |  | b. | Insert a footnote with the source information. | |  | c. | Insert an endnote with the source information. | |  | d. | Insert a citation. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-38 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.1.2 - Insert formula references. | | *CORPORATE STANDARDS:* | 2456 - Insert a citation using a new source. | | *TOPICS:* | New Perspective Series: Creating Citations and Bibliography | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 3:11 AM | | *DATE MODIFIED:* | 7/31/2019 3:13 AM | |

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| 23. Ben has created a source for a quotation in the citation manager. To insert a citation using this source, he should do which of the following?   |  |  |  | | --- | --- | --- | |  | a. | Click the Insert Citation button and select the desired source. | |  | b. | Click the Insert Citation button and select Add New Source. | |  | c. | Click the Insert Citation button and select Add New Placeholder. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-38 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.1.3 - Perform calculations using functions. | | *CORPORATE STANDARDS:* | 2457 - Insert a citation using an existing source. | | *TOPICS:* | New Perspective Series: Creating Citations and Bibliography | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 3:14 AM | | *DATE MODIFIED:* | 7/31/2019 3:16 AM | |

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| 24. Aliya needs her footnotes to be listed as I, II, III... instead of as 1,2,3... She should do which of the following to achieve this?   |  |  |  | | --- | --- | --- | |  | a. | Change the Number Format in the Footnote and Endnote dialogue box. | |  | b. | Manually replace the footnote numbering as needed. | |  | c. | Leave the numbering as is. Word does not support Roman numeral numbering in footnotes. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-36 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.2.2 - Perform logical and statistical operations to combine and exclude data. | | *CORPORATE STANDARDS:* | 2855 - Modify footnote numbering. | | *TOPICS:* | New Perspective Series: Creating a Footnote | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 3:16 AM | | *DATE MODIFIED:* | 7/31/2019 3:18 AM | |

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| 25. Cameron needs to insert a citation, but he does not have the source information. Which of the following should he do?  ​   |  |  |  | | --- | --- | --- | |  | a. | Add a new citation placeholder. | |  | b. | Insert a footnote. | |  | c. | Insert an endnote. | |  | d. | Add an existing citation. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-38 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.1.3 - Perform calculations using functions. | | *CORPORATE STANDARDS:* | 2455 - Insert a citation placeholder. | | *TOPICS:* | New Perspective Series: Creating Citations and Bibliography | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 3:19 AM | | *DATE MODIFIED:* | 7/31/2019 3:20 AM | |

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| 26. Brianna needs to correct the year of publication in one of her sources. She should do which of the following?  ​   |  |  |  | | --- | --- | --- | |  | a. | Add a new placeholder citation. | |  | b. | Create a new source with the correct year in the Source Manager. | |  | c. | Edit the source to correct the error in the Source Manager. | |  | d. | Delete the incorrect citation in the Source Manager. |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-47 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.2.3 - Modify bibliography citation sources. | | *CORPORATE STANDARDS:* | 1999 - Edit a source. | | *TOPICS:* | New Perspective Series: Creating Citations and Bibliography | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 3:21 AM | | *DATE MODIFIED:* | 7/31/2019 3:23 AM | |

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| 27. Jasmine is working on a research paper that needs to be in MLA format. To ensure her bibliography is formatted properly, she should do which of the following?   |  |  |  | | --- | --- | --- | |  | a. | Check to ensure the bibliography style is MLA in the Citations & Bibliography group of the References tab. | |  | b. | Use the Source Manager to edit the sources as needed. | |  | c. | Ensure the document meets the style requirements by Inspecting the document. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-39 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.1.2 - Insert formula references. | | *CORPORATE STANDARDS:* | 754 - Change the bibliography style. | | *TOPICS:* | New Perspective Series: Creating Citations and Bibliography | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 3:23 AM | | *DATE MODIFIED:* | 7/31/2019 3:25 AM | |

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| 28. After editing sources using the Source Manager, do which of the following to ensure the bibliography reflects the changes?   |  |  |  | | --- | --- | --- | |  | a. | Press the Update Citations and Bibliography button above the bibliography. | |  | b. | Inspect the document. | |  | c. | Check the document for spelling and grammar errors. | |  | d. | Check the document for accessibility. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-48 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.2.3 - Modify bibliography citation sources. | | *CORPORATE STANDARDS:* | 4473 - Update a bibliography. | | *TOPICS:* | New Perspective Series: Creating Citations and Bibliography | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 3:26 AM | | *DATE MODIFIED:* | 7/31/2019 3:27 AM | |

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| 29. What is the simplest and most efficient way to locate the next comment in a document?   |  |  |  | | --- | --- | --- | |  | a. | Scroll through the document looking for the next comment. | |  | b. | Use Go To to locate the next comment in the document. | |  | c. | Click the Next button in the Comments group of the Review tab. |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-8 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 7.3.5 - Manage workbook versions | | *CORPORATE STANDARDS:* | 2280 - Go to the next comment. | | *TOPICS:* | New Perspective Series: Working with Comments | | *KEYWORDS:* | Bloom's: Evaluate | | *DATE CREATED:* | 7/31/2019 3:28 AM | | *DATE MODIFIED:* | 7/31/2019 3:29 AM | |

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| 30. Shane is reading through a document that has comments from his editor. He needs to respond to one of the comments. He should do which of the following?   |  |  |  | | --- | --- | --- | |  | a. | Delete the comment. | |  | b. | Resolve the comment. | |  | c. | Reply to the comment. |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-7 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 7.3.5 - Manage workbook versions | | *CORPORATE STANDARDS:* | 3353 - Reply to a comment. | | *TOPICS:* | New Perspective Series: Working with Comments | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 3:30 AM | | *DATE MODIFIED:* | 7/31/2019 3:32 AM | |

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| 31. To create a list of sources cited in your document, insert which of the following?   |  |  |  | | --- | --- | --- | |  | a. | bibliography | |  | b. | works cited | |  | c. | appendix |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-27 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.1.2 - Insert formula references. | | *CORPORATE STANDARDS:* | 2675 - Insert a works cited list. | | *TOPICS:* | New Perspective Series: Working with Styles | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 3:32 AM | | *DATE MODIFIED:* | 7/31/2019 3:34 AM | |

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| 32. In APA format, a works cited list is called which of the following?  ​   |  |  |  | | --- | --- | --- | |  | a. | bibliography | |  | b. | works cited | |  | c. | references list |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-35 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 9.2.1 - Create custom conditional formatting rules. | | *CORPORATE STANDARDS:* | 2588 - Insert a references list. | | *TOPICS:* | New Perspective Series: Creating a Footnote | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 3:35 AM | | *DATE MODIFIED:* | 7/31/2019 3:37 AM | |

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| 33. Ashley needs to find a word in a 100-page document that she underlined. She should do which of the following?   |  |  |  | | --- | --- | --- | |  | a. | Search for the text by formatting. | |  | b. | Scroll through the document looking for the underlined word. | |  | c. | Use Go To to locate the word. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-22 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 8.1.2 - Inspect a presentation. | | *CORPORATE STANDARDS:* | 2201 - Find formatting. | | *TOPICS:* | New Perspective Series: Finding and Replacing Text | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 3:37 AM | | *DATE MODIFIED:* | 7/31/2019 3:39 AM | |

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| 34. To calculate the number of words in a document, do which of the following?   |  |  |  | | --- | --- | --- | |  | a. | Click the Word Count button. | |  | b. | Click the Thesaurus button. | |  | c. | Click the Translate button. | |  | d. | Click the Check Accessibility button. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-8 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.2.5 - Apply cell formatting. | | *CORPORATE STANDARDS:* | 4579 - Use the Word Count. | | *TOPICS:* | New Perspective Series: Working with Comments | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 3:39 AM | | *DATE MODIFIED:* | 7/31/2019 3:41 AM | |

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| 35. To indent the first line of every paragraph in a document, do which of the following?   |  |  |  | | --- | --- | --- | |  | a. | Create a right tab stop. | |  | b. | Create a left tab stop. | |  | c. | Create a hanging indent. | |  | d. | Create a first line indent. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-30 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 1397 - Create a first line indent. | | *TOPICS:* | New Perspective Series: Indenting a Paragraph | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 3:42 AM | | *DATE MODIFIED:* | 7/31/2019 3:45 AM | |

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| 36. To start entering text on a new page, do which of the following?  ​   |  |  |  | | --- | --- | --- | |  | a. | Insert a page break. | |  | b. | Insert a line break. | |  | c. | Insert a continuous section break. | |  | d. | Insert a column break. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-44 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.4.2 - Accept suggested spelling changes. | | *CORPORATE STANDARDS:* | 2560 - Insert a page break. | | *TOPICS:* | New Perspective Series: Creating Citations and Bibliography | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 3:45 AM | | *DATE MODIFIED:* | 7/31/2019 3:47 AM | |

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| 37. To make the comments in a document invisible, do which of the following?   |  |  |  | | --- | --- | --- | |  | a. | Press the Show Comments button. | |  | b. | Delete all the comments in the document. | |  | c. | Resolve all the comments in the document. | |  | d. | Accept all changes in the document. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-6 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 7.3.5 - Manage workbook versions | | *CORPORATE STANDARDS:* | 4190 - Show or hide comments. | | *TOPICS:* | New Perspective Series: Reviewing the Document | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 3:47 AM | | *DATE MODIFIED:* | 7/31/2019 3:49 AM | |

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| 38. Jada needs to create a note at the bottom of a page with a reference to the note in the text. She should do which of the following?   |  |  |  | | --- | --- | --- | |  | a. | Insert a comment. | |  | b. | Insert an endnote. | |  | c. | Insert a footnote. | |  | d. | Insert a header. |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-35 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.1.1 - Insert footnotes and endnotes. | | *CORPORATE STANDARDS:* | 2498 - Insert a footnote. | | *TOPICS:* | New Perspective Series: Creating a Footnote | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 3:50 AM | | *DATE MODIFIED:* | 7/31/2019 3:52 AM | |

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| 39. Tiana needs each line after the first line in a paragraph to be indented. She should do which of the following?  ​   |  |  |  | | --- | --- | --- | |  | a. | Create a left tab stop. | |  | b. | Create a first line indent. | |  | c. | Create a hanging indent. | |  | d. | Create a right tab stop. |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-30 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 1512 - Create a hanging indent. | | *TOPICS:* | New Perspective Series: Indenting a Paragraph | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 3:52 AM | | *DATE MODIFIED:* | 7/31/2019 3:54 AM | |

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| 40. Joan created a style that increases the indent of a paragraph. What kind of style did she create?   |  |  |  | | --- | --- | --- | |  | a. | Paragraph | |  | b. | Character | |  | c. | Table | |  | d. | List |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-22 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.6 - Filter table records. | | *CORPORATE STANDARDS:* | 434 - Apply a paragraph style. | | *TOPICS:* | New Perspective Series: Working with Styles | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 3:54 AM | | *DATE MODIFIED:* | 7/31/2019 3:56 AM | |

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| 41. To ensure your bibliography accurately reflects the sources in your source list, do which of the following?   |  |  |  | | --- | --- | --- | |  | a. | Inspect the document. | |  | b. | Check the document for accessibility. | |  | c. | Protect the document. | |  | d. | Update the bibliography. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-48 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.2.3 - Modify bibliography citation sources. | | *CORPORATE STANDARDS:* | 4473 - Update a bibliography. | | *TOPICS:* | New Perspective Series: Creating Citations and Bibliography | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 3:56 AM | | *DATE MODIFIED:* | 7/31/2019 3:58 AM | |

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| 42. To find text in a document, start by using which of the following methods? Select all that apply.   |  |  |  | | --- | --- | --- | |  | a. | Press the Find button in the Editing group of the Home tab. | |  | b. | Use the search box in the Navigation pane. | |  | c. | Use the Tell Me box in the ribbon. | |  | d. | Press CTRL+F. |  |  |  | | --- | --- | | *ANSWER:* | a, b, d | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-20 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.2.3 - Create and modify a slide layout. | | *CORPORATE STANDARDS:* | 2209 - Find text. | | *TOPICS:* | New Perspective Series: Finding and Replacing Text | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 3:59 AM | | *DATE MODIFIED:* | 7/31/2019 4:01 AM | |

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| 43. To open the navigation pane, do which of the following? Select all that apply.   |  |  |  | | --- | --- | --- | |  | a. | Press CTRL+F. | |  | b. | Press CTRL+N. | |  | c. | Check the Navigation Pane box in the Show group of the View tab. | |  | d. | Enter Outline view. |  |  |  | | --- | --- | | *ANSWER:* | a, c | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-16 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.2.1 - Create and modify relationships. | | *CORPORATE STANDARDS:* | 4219 - Show or hide the Navigation pane. | | *TOPICS:* | New Perspective Series: Using the Navigation Pane | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 4:02 AM | | *DATE MODIFIED:* | 7/31/2019 4:05 AM | |

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| 44. You can use Page Width view to resize a document to fit the width of the window.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-6 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.5.1 - Change document views. | | *CORPORATE STANDARDS:* | 4362 - Switch to Page Width view. | | *TOPICS:* | New Perspective Series: Reviewing the Document | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 5:18 AM | | *DATE MODIFIED:* | 7/31/2019 5:22 AM | |

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| 45. If you want to move a sentence from one paragraph to another paragraph, you can use the Copy and Paste commands.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-12 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.1.3 - Copy, cut, and paste data. | | *CORPORATE STANDARDS:* | 3148 - Paste text. | | *TOPICS:* | New Perspective Series: Moving Text in a Document | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 5:23 AM | | *DATE MODIFIED:* | 7/31/2019 5:25 AM | |

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| 46. To select a paragraph, do which of the following?   |  |  |  | | --- | --- | --- | |  | a. | Place the insertion point within the paragraph and press ALT+A. | |  | b. | Double click the desired paragraph. | |  | c. | Place the insertion point within the paragraph and press CTRL+A. | |  | d. | Triple click the desired paragraph. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-30 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.2.2 - Create and modify custom themes. | | *CORPORATE STANDARDS:* | 3714 - Select a paragraph. | | *TOPICS:* | New Perspective Series: Indenting a Paragraph | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 5:25 AM | | *DATE MODIFIED:* | 7/31/2019 5:27 AM | |

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| 47. To zoom a document so that you can see the left and right margins, which of the following should you do?   |  |  |  | | --- | --- | --- | |  | a. | Press Page Width in the Zoom group of the View tab. | |  | b. | Press 100% in the Zoom group of the View tab. | |  | c. | Press Side to Side in the Page Movement group of the View tab. | |  | d. | Press Read Mode in the Views group of the View tab. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-6 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.5.1 - Change document views. | | *CORPORATE STANDARDS:* | 4362 - Switch to Page Width view. | | *TOPICS:* | New Perspective Series: Reviewing the Document | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 5:27 AM | | *DATE MODIFIED:* | 7/31/2019 5:29 AM | |

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| 48. To cut a section of text, which of the following do you do? Select all that apply.   |  |  |  | | --- | --- | --- | |  | a. | Press the Cut button in the Clipboard group of the Home tab. | |  | b. | Select the desired text and press CTRL+X. | |  | c. | Select the desired text and press CTRL+C. | |  | d. | Press the Copy button in the Clipboard group of the Home tab. |  |  |  | | --- | --- | | *ANSWER:* | a, b | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-12 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 6.2.11 - Customize SmartArt. | | *CORPORATE STANDARDS:* | 1704 - Cut text. | | *TOPICS:* | New Perspective Series: Moving Text in a Document | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 5:30 AM | | *DATE MODIFIED:* | 7/31/2019 5:32 AM | |

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| 49. To copy a section of text, which of the following do you do? Select all that apply.   |  |  |  | | --- | --- | --- | |  | a. | Press the Cut button in the Clipboard group of the Home tab. | |  | b. | Select the desired text and press CTRL+X. | |  | c. | Select the desired text and press CTRL+C. | |  | d. | Press the Copy button in the Clipboard group of the Home tab. |  |  |  | | --- | --- | | *ANSWER:* | c, d | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-12 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.1.3 - Copy, cut, and paste data. | | *CORPORATE STANDARDS:* | 1337 - Copy text. | | *TOPICS:* | New Perspective Series: Moving Text in a Document | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 5:32 AM | | *DATE MODIFIED:* | 7/31/2019 5:35 AM | |

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| 50. To paste text, which of the following can you do? Select all that apply.   |  |  |  | | --- | --- | --- | |  | a. | Press CTRL+T. | |  | b. | Press CTRL+V. | |  | c. | Press the Replace button in the Editing group of the Home tab. | |  | d. | Press the Paste button in the Clipboard group of the Home tab. |  |  |  | | --- | --- | | *ANSWER:* | b, d | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-12 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.1.3 - Copy, cut, and paste data. | | *CORPORATE STANDARDS:* | 3148 - Paste text. | | *TOPICS:* | New Perspective Series: Moving Text in a Document | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 5:35 AM | | *DATE MODIFIED:* | 7/31/2019 5:37 AM | |

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| 51. To specify the distance of a paragraph from the left margin, adjust the left indent marker.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-30 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 1517 - Create a left indent. | | *TOPICS:* | New Perspective Series: Indenting a Paragraph | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 5:37 AM | | *DATE MODIFIED:* | 7/31/2019 5:39 AM | |

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| 52. Nevaeh is working on a document that has text appearing at the top of every page. To delete this text, he should remove the document header.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-34 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 2.4.5 - Manage headers and footers. | | *CORPORATE STANDARDS:* | 3271 - Remove a header. | | *TOPICS:* | New Perspectives Series: Inserting and Modifying Page Numbers | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/9/2019 5:00 AM | | *DATE MODIFIED:* | 8/9/2019 5:02 AM | |

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| 53. To increase the distance between a paragraph and the left margin, which of the following should be done?   |  |  |  | | --- | --- | --- | |  | a. | Change the paragraph spacing. | |  | b. | Insert a tab stop. | |  | c. | Change the document margins. | |  | d. | Increase the left indent of the paragraph. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-30 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.4 - Insert subtotals. | | *CORPORATE STANDARDS:* | 2409 - Increase the indent. | | *TOPICS:* | New Perspective Series: Indenting a Paragraph | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 5:42 AM | | *DATE MODIFIED:* | 7/31/2019 5:45 AM | |

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| 54. To specify the right edge of a paragraph, which of the following should be done?   |  |  |  | | --- | --- | --- | |  | a. | Drag the right indent marker. | |  | b. | Drag the left indent marker. | |  | c. | Drag the first line indent marker. | |  | d. | Drag the hanging indent marker. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-30 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 1570 - Create a right indent. | | *TOPICS:* | New Perspective Series: Indenting a Paragraph | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 5:45 AM | | *DATE MODIFIED:* | 7/31/2019 5:48 AM | |

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| 55. To move a multilevel list item to a higher level, which of the following should be done?   |  |  |  | | --- | --- | --- | |  | a. | Increase the indent of the list item. | |  | b. | Decrease the indent of the list item. | |  | c. | Add a tab stop. | |  | d. | Change the margins. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-30 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 4.4.3 - Increase and decrease list levels. | | *CORPORATE STANDARDS:* | 1715 - Decrease the indent of a list item. | | *TOPICS:* | New Perspective Series: Indenting a Paragraph | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 5:48 AM | | *DATE MODIFIED:* | 7/31/2019 5:50 AM | |

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| 56. To specify the distance of a paragraph from the left margin, which of the following should be done?   |  |  |  | | --- | --- | --- | |  | a. | Adjust the first line indent marker. | |  | b. | Adjust the right indent marker. | |  | c. | Adjust the hanging indent marker. | |  | d. | Adjust the left indent marker. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-30 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 1517 - Create a left indent. | | *TOPICS:* | New Perspective Series: Indenting a Paragraph | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 5:51 AM | | *DATE MODIFIED:* | 7/31/2019 5:53 AM | |

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| 57. William has inserted a block quotation in a document. He needs to increase the distance between the paragraph and the left margin. He should do which of the following?   |  |  |  | | --- | --- | --- | |  | a. | Increase the left indent of the paragraph. | |  | b. | Insert a tab stop. | |  | c. | Change the paragraph spacing. | |  | d. | Change the document margins. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-30 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.4 - Insert subtotals. | | *CORPORATE STANDARDS:* | 2409 - Increase the indent. | | *TOPICS:* | New Perspective Series: Indenting a Paragraph | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 5:54 AM | | *DATE MODIFIED:* | 7/31/2019 5:57 AM | |

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| 58. Jasmine needs to modify the right boundary of a paragraph. She should do which of the following?   |  |  |  | | --- | --- | --- | |  | a. | Drag the left indent marker. | |  | b. | Drag the hanging indent marker. | |  | c. | Drag the right indent marker. | |  | d. | Drag the first line indent marker. |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-30 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 1570 - Create a right indent. | | *TOPICS:* | New Perspective Series: Indenting a Paragraph | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 5:57 AM | | *DATE MODIFIED:* | 7/31/2019 6:00 AM | |

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| 59. Items cleared from the Clipboard task pane cannot be recovered.  ​   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-15 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.1.3 - Copy, cut, and paste data. | | *CORPORATE STANDARDS:* | 1165 - Clear all items from the Clipboard task pane. | | *TOPICS:* | New Perspective Series: Moving Text in a Document | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 6:00 AM | | *DATE MODIFIED:* | 7/31/2019 6:02 AM | |

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| 60. The Navigation pane allows users to store copied and cut items for later use.  ​   |  |  | | --- | --- | | *ANSWER:* | False - clipboard  False - Clipboard  False - CLIPBOARD | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-13 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 3.1.3 - Copy, cut, and paste data. | | *CORPORATE STANDARDS:* | 1878 - Display the Clipboard task pane. | | *TOPICS:* | New Perspective Series: Moving Text in a Document | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 6:02 AM | | *DATE MODIFIED:* | 7/31/2019 6:05 AM | |

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| 61. Press the Paste All button in the Clipboard pane to paste all the items in the clipboard.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-13 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 3.1.3 - Copy, cut, and paste data. | | *CORPORATE STANDARDS:* | 4541 - Use the Clipboard task pane to cut or copy and paste multiple items. | | *TOPICS:* | New Perspectives Series: Moving Text in a Document | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/9/2019 5:04 AM | | *DATE MODIFIED:* | 8/9/2019 5:06 AM | |

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| 62. Jane has private information about clients stored in the clipboard on a public computer. To ensure the client information remains private, she should do which of the   |  |  |  | | --- | --- | --- | |  | a. | Close the active window. | |  | b. | Paste all items in the clipboard. | |  | c. | Clear all items from the clipboard. | |  | d. | Close the clipboard pane. |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-15 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.1.3 - Copy, cut, and paste data. | | *CORPORATE STANDARDS:* | 1165 - Clear all items from the Clipboard task pane. | | *TOPICS:* | New Perspective Series: Moving Text in a Document | | *KEYWORDS:* | Bloom's: Analyze | | *DATE CREATED:* | 7/31/2019 6:08 AM | | *DATE MODIFIED:* | 7/31/2019 6:11 AM | |

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| 63. Which of the following describes the purpose of the clipboard task pane?   |  |  |  | | --- | --- | --- | |  | a. | View a list of recovered documents after a computer crash. | |  | b. | View a list of items that have been saved to the clipboard. | |  | c. | View a list of headings in the document. | |  | d. | View a list of recommended corrections for spelling and grammar errors in a document. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-13 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.1.3 - Copy, cut, and paste data. | | *CORPORATE STANDARDS:* | 1878 - Display the Clipboard task pane. | | *TOPICS:* | New Perspective Series: Moving Text in a Document | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 6:11 AM | | *DATE MODIFIED:* | 7/31/2019 6:13 AM | |

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| 64. To ensure that the correct author information is included in documents, keep the Word user name up-to-date.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-9 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 1.3.1 - Configure editing and display languages | | *CORPORATE STANDARDS:* | 1112 - Change the user name. | | *TOPICS:* | New Perspective Series: Working with Comments | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 6:14 AM | | *DATE MODIFIED:* | 7/31/2019 6:16 AM | |

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| 65. Karen needs to change the name that appears when she adds comments to a document. She should do which of the following?   |  |  |  | | --- | --- | --- | |  | a. | Change the user name. | |  | b. | Change the document properties. | |  | c. | Add a source. | |  | d. | Add a recipient. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-9 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 1.3.1 - Configure editing and display languages | | *CORPORATE STANDARDS:* | 1112 - Change the user name. | | *TOPICS:* | New Perspective Series: Working with Comments | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 6:16 AM | | *DATE MODIFIED:* | 7/31/2019 6:18 AM | |

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| 66. To replace all italic text with bold-italic text, which of the following should be done?   |  |  |  | | --- | --- | --- | |  | a. | Use the Smart Lookup tool. | |  | b. | Use the Researcher tool. | |  | c. | Find and replace by formatting. | |  | d. | Find and replace by language. |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPWD 2-20 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 8.1.2 - Inspect a presentation. | | *CORPORATE STANDARDS:* | 2195 - Find and replace formatting. | | *TOPICS:* | New Perspective Series: Finding and Replacing Text | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 6:18 AM | | *DATE MODIFIED:* | 7/31/2019 6:21 AM | |