

# Pretest

## What You Should Know Before Taking Word 2010-2013 Level 2

To get the most out of this class, you should have a basic skill level with Microsoft Word. The following questions are a self evaluation, which should help determine if you are ready for the course or should take a Word Level 1 class, or in some other way, learn the prerequisite skills required to successfully complete this class. You should know at least 20 of the 25 questions.

Question	Answer
1. Which key is used with the first letter of a command to access KeyTips?	
2. Which keys are used to move from field to field in a dialog box?	
3. (T/F) Text cannot be edited while in Print Preview.	
4. Which buttons are used to move text?	
5. How is a file saved?	
6. (T/F) The Quick Access Toolbar can be customized.	
7. How can a file be retrieved from a saved location?	
8. (T/F) The Clipboard is used to hold text that has been <i>deleted</i> with the Copy command. This text can then be reinserted at a new location in the document.	
9. (T/F) The Paste command is used to insert text or graphics from the Clipboard at the location of the insertion point.	
10. (T/F) The process of selection is used to highlight text for moving, copying, deleting, and formatting.	
11. How is a hard copy of a document created?	
12. (T/F) The Ribbon shows measurements such as margins and paragraph spacing.	
13. What command is used to find text in a document?	
14. What command would you use to make repetitive replacements in a document?	
15. (T/F) Formatting is changing the words in a document.	
16. (T/F) To format existing <i>characters</i> , the text must be selected before performing the format commands.	

Question	Answer
17. (T/F) To format a <i>paragraph</i> , the entire paragraph must be selected before performing the format commands.	
18. How are the page margins set?	
19. How is a table inserted into a document?	
20. (T/F) Gridlines of a table must be formatted with borders in order to show when printed.	
21. (T/F) The shortcut menu is a quick way to access context sensitive commands.	
22. (T/F) The floating Mini Toolbar is a quick way to format text that is selected.	
23. Where do you tell Word to print a specific page?	
24. (T/F) Headers/footers are created to put titles, page numbers, dates, etc. across the top/bottom of every page in a document.	
25. Where do you look to find out how many pages are in a document?	

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#### Answer Sheet

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|---|--|---|
| 1. ALT  | 2. TAB   | 3. True (unless the Magnifier is turned off)          |
| 4. Home tab, Clipboard group, Cut and Paste buttons                     | 5. 2010: File tab, 2007: Microsoft Office button then: Save or Save As | 6. True   |
| 7. 2010: File tab or 2007: Microsoft Office button, Open or Open button | 8. False   | 9. True   |
| 10. True  | 11.2010: File tab or 2007:Microsoft Office button, Print               | 12. False   |
| 13. Home tab, Editing group, Find                                       | 14. Home tab, Editing group, Replace                                   | 15. False   |
| 16. True  | 17. False  | 18. Page Layout tab, Page Setup group, Margins button |
| 19. Insert tab, Tables group, Table button or Draw table                | 20. True   | 21. True  |
| 22. True  | 23. File, Print or Print dialog box                                    | 24. True  |
| 25. status bar or File, Info  |  |   |