

## Pretest

### What You Should Know Before Taking Word 2010-2013 Level 3

To get the most out of this class, you should have intermediate level skill with Microsoft Word. The following questions are a self-evaluation which should help determine if you are ready for the Level 3 course or should take a Word Level 1 or Level 2 class, or in some other way, learn the prerequisite skills. You should know at least 12 of the 17 questions.

Question	Answer
1. What is necessary to do before font formatting can be changed?	
2. What format command is used to change the line spacing of a document?	
3. What is the Ribbon button used to change the left and right page margins?	
4. What is the best command to use to be sure that a heading prints on the same page as the following paragraph? (a) CTRL ENTER (b) SHIFT ENTER (c) Paragraph dialog box launcher, Line and Page Breaks tab, Keep With Next (d) Page Setup, Section Start	
5. What is one method to copy text from one location to another?	
6. What are some advantages of using a table rather than tabular columns?	
7. How is a table inserted into a document?	
8. How is the width of a column in a table changed?	
9. How is an additional row inserted at the end of a table? (a) Table Tools, Layout tab, Rows & Columns group, Insert Below button (b) ENTER (c) TAB	
10. What button is used to create text to automatically print at the top or bottom of every page of a document?	
11. How is automatic page numbering added to a header or footer?	

Question	Answer
12. What are 3 features/tools that are on the Design tab in Word 2013?	
13. How is a page break inserted into a document?	
14. What is the purpose of a template?	
15. (T/F) You can edit an Adobe PDF file in Word 2013?	
16. Where are Quick Parts managed?	
17. (T/F) The Normal style cannot be changed.	

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Answer Sheet

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| 1. The text must be selected before the font format can be changed.   | 2. Paragraph dialog box launcher, Line Spacing Line Spacing button<br>CTRL 1, CTRL 2, CTRL 5   |
| 3. Page Layout tab, Page Setup group, Margins button  | 4. Paragraph dialog box launcher, Line and Page Breaks tab, Keep With Next   |
| 5. Home tab, Clipboard group<br>Copy button and Paste button<br>CTRL C and CTRL V<br>Right drag-and-drop<br>Shortcut menu, Copy and Paste | 6. Tables can:<br>Wrap text vertically down a column<br>Have borders and shading<br>Have mathematical formulas                           |
| 7. Insert tab, Tables group, Table button.  | 8. Drag the column boundary<br>Table Column Width button   |
| 9. (a) Table Tools, Layout tab, Rows & Columns group, Insert Below button<br>(c) Click in lower right cell, then TAB                      | 10. Insert tab, Header & Footer group, Header button<br>Insert tab, Header & Footer group, Footer button                                 |
| 11. Header and Footer Tools, Design tab, Header & Footer group, Page Number button  | 12. Themes, Styles, Colors, Fonts, Paragraph Spacing, Effects, Watermark, Page Color, and Page Borders                                   |
| 13. CTRL ENTER<br>Page Layout tab, Page Setup group, Breaks button  | 14. A template contains the default formatting for a new document, and can also store boilerplate text, Quick Parts, macros, and styles. |
| 15. True  | 16. In the Building Blocks Organizer   |
| 17. False--it can be changed.   |  |