

Pretest

What You Should Know Before Taking Word 2007 VBA Programming

To get the most out of this class, you should have advanced experience with Microsoft Word. The following questions are a self-evaluation which should help determine if you are ready for the class, should take a Word Level 3 class, or in some other way learn the required skills. You should know at least 12 of the 15 questions.

Question	Answer
1. (T/F) The track changes feature records changes to a document by different editors.	
2. What command is used to keep some or all changes made by an editor?	
3. What two tabs contain a group of controls that let a document owner determine who can make edits to a document?	
4. What steps are used to insert your own graphic into a document?	
5. How do you select multiple graphic images?	
6. Where can you find the tools to manage how a text flows around a graphic?	
7. Which SmartArt diagram is used to show hierarchical relationships?	
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. (T/F) The Page Layout tab contains the document properties group.	
13. (T/F) You can perform calculations in a Word table.	
14. What is the purpose of a template?	
15. A macro is most helpful for _____ ?	

Answer Sheet

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| 1. True | 2. Review tab, Accept (some or all) |
| 3. Review/Protect, Developer/Protect | 4. Insert tab, Picture |
| 5. Select first image, hold Ctrl key and select additional images (while holding down the Ctrl key) | 6. Picture Tools tab, active when a graphic image is selected |
| 7. Organizational (Org) Chart | 8. Drag the column boundary
Table Column Width button |
| 9. (a) Table Tools, Layout tab, Rows & Columns group, Insert Below button
(c) Click in lower right cell, then TAB | 10. Insert tab, Header & Footer group, Header button
Insert tab, Header & Footer group, Footer button |
| 11. Header and Footer Tools, Design tab, Header & Footer group, Page Number button | 12. False. The File tab contains document properties. |
| 13. True | 14. A template contains the default formatting for a new document, and can also store boilerplate text, Quick Parts, macros, and styles. |
| 15. Automating repetitive tasks. | |