

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

## Word Module 2

1. By default, the Normal style places \_\_\_\_ points of blank space after each paragraph.

- a. 8      b. 10
- c. 12     d. 14

ANSWER: a

POINTS: 1

REFERENCES: WD 62  
Changing Document Settings

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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2. By default, the Normal style inserts a vertical space equal to \_\_\_\_ line(s) between each line of text.

- a. 1      b. 1.08
- c. 2      d. 2.15

ANSWER: b

POINTS: 1

REFERENCES: WD 62  
Changing Document Settings

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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3. Headers print in the top margin \_\_\_\_ inch from the top of every page.

- a. one-quarter                      b. one-half
- c. three-quarters of a(n)        d. one

ANSWER: b

POINTS: 1

REFERENCES: WD 64  
Creating a Header

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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4. Each time the \_\_\_\_ key is pressed, the paragraph formatting in the previous paragraph is carried forward to the next paragraph.

- a. ENTER      b. SHIFT
- c. CTRL       d. ALT

ANSWER: a

POINTS: 1

REFERENCES: WD 74  
Typing the Research Paper Text

## Word Module 2

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

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5. The shortcut keys used to center a paragraph are \_\_\_\_.

- a. CTRL+T                      b. CTRL+M
- c. CTRL+SHIFT+T            d. CTRL+E

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* WD 71  
Typing the Research Paper Text

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

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6. To decrease a font size, use the \_\_\_\_ shortcut keys.

- a. CTRL+<                    b. CTRL+SHIFT+<
- c. CTRL+<                    d. CTRL+SHIFT+>

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* WD 71  
Typing the Research Paper Text

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

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7. To right-align a paragraph, use the \_\_\_\_ shortcut keys.

- a. CTRL+T                    b. CTRL+M
- c. CTRL+R                    d. CTRL+K

*ANSWER:* c

*POINTS:* 1

*REFERENCES:* WD 71  
Typing the Research Paper Text

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

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8. Although you can use a dialog box to indent paragraphs, Word provides a quicker way through the \_\_\_\_.

- a. Quick Access Toolbar    b. Office Button menu

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- c. vertical ruler                      d. horizontal ruler

**ANSWER:** d  
**POINTS:** 1  
**REFERENCES:** WD 72  
Typing the Research Paper Text  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
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9. The \_\_\_\_\_ feature automatically corrects typing, spelling, capitalization, or grammar errors as you type them.

- a. AutoEntry      b. AutoCorrect  
c. AutoAdd      d. AutoSpell

**ANSWER:** b  
**POINTS:** 1  
**REFERENCES:** WD 74  
Typing the Research Paper Text  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
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10. If you want to remove the AutoCorrect Options button from the screen, you can press the \_\_\_\_\_ key.

- a. ESC      b. F5  
c. CTRL      d. SHIFT

**ANSWER:** a  
**POINTS:** 1  
**REFERENCES:** WD 75  
Typing the Research Paper Text  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
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11. A(n) \_\_\_\_\_ is a placeholder for data whose contents can change.

- a. attribute      b. element  
c. field      d. value

**ANSWER:** c  
**POINTS:** 1  
**REFERENCES:** WD 80  
Typing the Research Paper Text  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False

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12. A tag name is an identifier that links a(n) \_\_\_\_\_ to a source.

- a. citation      b. index
- c. attribute    d. field

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* WD 84  
Typing the Research Paper Text

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

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13. Footnote text is \_\_\_\_\_.

- a. double-spaced, right-aligned, and a smaller font size than the text in the research paper
- b. double-spaced, left-aligned, and the same font size as the text in the research paper
- c. double-spaced, left-aligned, and a smaller font size than the text in the research paper
- d. single-spaced, left-aligned, and a smaller font size than the text in the research paper

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* WD 84  
Typing the Research Paper Text

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

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14. One way to delete a note is to click immediately to the left of the note reference mark in the document text and then press the \_\_\_\_\_ key twice.

- a. BACKSPACE    b. DELETE
- c. ESC            d. F3

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* WD 89  
Typing the Research Paper Text

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

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15. According to the MLA style, the \_\_\_\_\_ is a list of sources that are referenced directly in a research paper.

- a. parenthetical citations page    b. works cited page

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c. explanatory notes page

d. superscript reference page

ANSWER: b

POINTS: 1

REFERENCES: WD 95  
Creating an Alphabetical Works Cited Page

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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16. Word shades fields \_\_\_\_ on the screen.

a. blue b. gray

c. green d. tan

ANSWER: b

POINTS: 1

REFERENCES: WD 100  
Proofreading and Revising the Research Paper

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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17. The Office \_\_\_\_ is a temporary storage area.

a. Warehouse b. Clipboard

c. Storehouse d. Gallery

ANSWER: b

POINTS: 1

REFERENCES: WD 101  
Proofreading and Revising the Research Paper

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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18. \_\_\_\_ is the process of copying an item from the Office Clipboard into the document at the location of the insertion point.

a. Clipping b. Dragging

c. Pasting d. Dropping

ANSWER: c

POINTS: 1

REFERENCES: WD 101  
Proofreading and Revising the Research Paper

QUESTION TYPE: Multiple Choice

## Word Module 2

*HAS VARIABLES:* False

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19. With \_\_\_\_ editing, Word automatically displays a Paste Options button near the pasted or moved text.

- a. drag-and-drop      b. inline
- c. copy-and-carry      d. cut-and-paste

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* WD 103  
Proofreading and Revising the Research Paper

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

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20. A thesaurus can be used to look up a(n) \_\_\_\_, or a word similar in meaning to a given word.

- a. synonym      b. homonym
- c. antonym      d. metronym

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* WD 105  
Proofreading and Revising the Research Paper

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

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21. A(n) \_\_\_\_ is a book of synonyms.

- a. dictionary      b. glossary
- c. index      d. thesaurus

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* WD 105  
Proofreading and Revising the Research Paper

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

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22. One way to add a correctly spelled word to the custom dictionary is to click the \_\_\_\_ button in the Spelling and Grammar dialog box.

- a. Add to Dictionary      b. New Entry
- c. Add to Custom      d. Custom Entry

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*ANSWER:* a  
*POINTS:* 1  
*REFERENCES:* WD 108  
Proofreading and Revising the Research Paper  
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### Modified Multiple Choice

23. The first draft of a research paper should include \_\_\_\_.

- a. an introduction      b. a conclusion
- c. the body              d. sources

*ANSWER:* a, b, c, d  
*POINTS:* 1  
*REFERENCES:* WD 68  
Typing the Research Paper Text  
*QUESTION TYPE:* Multiple Response  
*HAS VARIABLES:* False  
*PREFACE NAME:* mmc  
*DATE CREATED:* 2/24/2016 5:13 PM  
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24. Sources should be evaluated for \_\_\_\_.

- a. efficacy              b. currency
- c. authority            d. accuracy

*ANSWER:* b, c, d  
*POINTS:* 1  
*REFERENCES:* WD 68  
Typing the Research Paper Text  
*QUESTION TYPE:* Multiple Response  
*HAS VARIABLES:* False  
*PREFACE NAME:* mmc  
*DATE CREATED:* 2/24/2016 5:13 PM  
*DATE MODIFIED:* 2/24/2016 5:13 PM

25. You can use the rulers to \_\_\_\_.

- a. set tab stops              b. change page margins
- c. format characters        d. adjust column widths

*ANSWER:* a, b, d  
*POINTS:* 1  
*REFERENCES:* WD 72  
Typing the Research Paper Text

## Word Module 2

*QUESTION TYPE:* Multiple Response

*HAS VARIABLES:* False

*PREFACE NAME:* mmc

*DATE CREATED:* 2/24/2016 5:13 PM

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26. \_\_\_\_ is/are required information for a citation for a book in MLA style.

- a. Full name of author(s)
- b. Edition (if available)
- c. Page numbers
- d. Publication city

*ANSWER:* a, b, d

*POINTS:* 1

*REFERENCES:* WD 79  
Typing the Research Paper Text

*QUESTION TYPE:* Multiple Response

*HAS VARIABLES:* False

*PREFACE NAME:* mmc

*DATE CREATED:* 2/24/2016 5:13 PM

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27. \_\_\_\_ is required information for a citation for a Web site in MLA style.

- a. Date viewed
- b. Page numbers
- c. Title of Web site
- d. Web site publisher or sponsor

*ANSWER:* a, c, d

*POINTS:* 1

*REFERENCES:* WD 79  
Typing the Research Paper Text

*QUESTION TYPE:* Multiple Response

*HAS VARIABLES:* False

*PREFACE NAME:* mmc

*DATE CREATED:* 2/24/2016 5:13 PM

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28. Although a variety of different styles of documentation exist for report preparation, each style requires the same basic information.

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* WD 57-WD 58  
Project-Research Paper

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

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29. To follow the MLA style, single-space text on all pages and apply one and a half-inch top and bottom margins, and one-inch left and right margins.

- a. True
- b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* WD 58  
Project-Research Paper

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

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30. According to MLA style, on each page of the research paper, precede the page number by the title of the paper.

- a. True
- b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* WD 58  
Project-Research Paper

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 5:13 PM

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31. In the MLA style, notes are used only for optional content or bibliographic notes.

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* WD 58  
Project-Research Paper

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 5:13 PM

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32. The MLA style uses the term bibliographical references for works cited.

- a. True
- b. False

*ANSWER:* False

*POINTS:* 1

## Word Module 2

*REFERENCES:* WD 58  
Project-Research Paper

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

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33. To place your name to the left of the page number as required by the MLA style, you must create a header that contains the page number.

a. True

b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* WD 64  
Creating a Header

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

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34. While plagiarism is unethical, it is not considered an academic crime.

a. True

b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* WD 69  
Typing the Research Paper Text

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 5:13 PM

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35. To use Click and Type, you right-click a blank area of the document window.

a. True

b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* WD 70  
Typing the Research Paper Text

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

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36. CTRL+B, CTRL+], and CTRL+U are all shortcut keys for formatting paragraphs.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: WD 71  
Typing the Research Paper Text

QUESTION TYPE: True / False

HAS VARIABLES: False

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37. In addition to a predefined list of AutoCorrect spelling, capitalization, and grammar errors, you can create your own AutoCorrect entries to add to the list.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: WD 75  
Typing the Research Paper Text

QUESTION TYPE: True / False

HAS VARIABLES: False

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38. To delete a note, select the note reference mark in the footnote text by dragging through the note reference mark, and then click the Cut button on the HOME tab.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: WD 89  
Typing the Research Paper Text

QUESTION TYPE: True / False

HAS VARIABLES: False

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39. To count words, click the Word Count indicator on the HOME tab to display the Word Count dialog box.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: WD 90

## Word Module 2

### Typing the Research Paper Text

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

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40. If you add text, delete text, or modify text on a page, Word recalculates the location of automatic page breaks and adjusts them accordingly.

a. True

b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* WD 91

### Typing the Research Paper Text

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 5:13 PM

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41. According to the MLA style, the first line of each entry on the works cited page begins at the left margin.

a. True

b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* WD 95

### Creating an Alphabetical Works Cited Page

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 5:13 PM

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42. The MLA style requires that the works cited be listed in alphabetical order by the author's last name or, if the work has no author, by the work's title.

a. True

b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* WD 95

### Creating an Alphabetical Works Cited Page

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

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43. Word never moves or adjusts automatic page breaks; however, Word adjusts manual page breaks that follow an automatic page break.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: WD 95  
Creating an Alphabetical Works Cited Page

QUESTION TYPE: True / False

HAS VARIABLES: False

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44. The shortcut keys, CTRL+ENTER, instruct Word to insert a manual page break.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: WD 95  
Creating an Alphabetical Works Cited Page

QUESTION TYPE: True / False

HAS VARIABLES: False

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45. A bibliography lists all publication information about the source.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: WD 95  
Creating an Alphabetical Works Cited Page

QUESTION TYPE: True / False

HAS VARIABLES: False

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46. A manual page break is also known as a soft page break.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: WD 95  
Creating an Alphabetical Works Cited Page

## Word Module 2

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

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47. To apply a style to a paragraph, the first step is to position the insertion point in the paragraph.

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* WD 96  
Creating an Alphabetical Works Cited Page

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

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48. You can use the Ignore All button to ignore the current and all future occurrences of a flagged word.

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* WD 107  
Proofreading and Revising the Research Paper

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

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49. If you have multiple custom dictionaries, you can specify which one Word should use when checking spelling.

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* WD 108  
Proofreading and Revising the Research Paper

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

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50. You can use the Copy and Paste commands to copy information from the Research task pane into your document.

- a. True

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b. False

ANSWER: True

POINTS: 1

REFERENCES: WD 109  
Proofreading and Revising the Research Paper

QUESTION TYPE: True / False

HAS VARIABLES: False

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51. Line spacing is the amount of space above and below a paragraph. \_\_\_\_\_

ANSWER: False - Paragraph

POINTS: 1

REFERENCES: WD 62  
Changing Document Settings

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

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52. A(n) footer is text and/or graphics that print at the bottom of every page. \_\_\_\_\_

ANSWER: True

POINTS: 1

REFERENCES: WD 64  
Creating a Header

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

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53. The conclusion, which follows the introduction, consists of several paragraphs that support the topic.

ANSWER: False - body

POINTS: 1

REFERENCES: WD 68  
Typing the Research Paper Text

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

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54. Word has many Quick Access keys for your convenience while typing. \_\_\_\_\_

ANSWER: False - shortcut

POINTS: 1

## Word Module 2

*REFERENCES:* WD 71  
Typing the Research Paper Text

*QUESTION TYPE:* Modified True / False

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 5:13 PM

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55. If your hand is on the keyboard, use the ribbon for formatting. \_\_\_\_\_

*ANSWER:* False - mouse

*POINTS:* 1

*REFERENCES:* WD 71  
Typing the Research Paper Text

*QUESTION TYPE:* Modified True / False

*HAS VARIABLES:* False

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56. The MLA style uses in-text \_\_\_\_\_ instead of noting each source at the bottom of the page or at the end of the paper.

*ANSWER:* parenthetical references

*POINTS:* 1

*REFERENCES:* WD 58  
Project-Research Paper

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

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57. The MLA style uses the term \_\_\_\_\_ for the bibliographical list of sources.

*ANSWER:* works cited

*POINTS:* 1

*REFERENCES:* WD 60  
Project-Research Paper

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

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58. \_\_\_\_\_ is the amount of vertical space between lines of text in a document.

*ANSWER:* Line spacing

*POINTS:* 1

*REFERENCES:* WD 62  
Changing Document Settings

*QUESTION TYPE:* Completion



## Word Module 2

*HAS VARIABLES:* False

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59. The MLA documentation style requires that you \_\_\_\_\_ the entire research paper; that is, one blank line should display between each line of text.

*ANSWER:* double-space

*POINTS:* 1

*REFERENCES:* WD 62  
Changing Document Settings

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

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60. A(n) \_\_\_\_\_ is text and/or graphics printed at the top of each page in a document.

*ANSWER:* header

*POINTS:* 1

*REFERENCES:* WD 64  
Creating a Header

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

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61. The \_\_\_\_\_ and Type feature can be used to format and enter text, graphics, and other items.

*ANSWER:* Click

*POINTS:* 1

*REFERENCES:* WD 70  
Typing the Research Paper Text

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

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62. As you move the Click and Type pointer around the document, the icon changes to represent \_\_\_\_\_ that will be applied if you double-click at that location.

*ANSWER:* formatting

*POINTS:* 1

*REFERENCES:* WD 70  
Typing the Research Paper Text

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 5:13 PM

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63. Word provides a(n) \_\_\_\_\_ feature that automatically corrects some typing, spelling, capitalization, or grammar errors as they are typed in a document.

*ANSWER:* AutoCorrect

*POINTS:* 1

*REFERENCES:* WD 74  
Typing the Research Paper Text

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 5:13 PM

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64. When the \_\_\_\_\_ is clicked, Word displays a menu that allows a correction to be undone or changes how Word handles future automatic corrections of this type.

*ANSWER:* AutoCorrect Options button

*POINTS:* 1

*REFERENCES:* WD 75  
Typing the Research Paper Text

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 5:13 PM

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65. Word automatically numbers notes sequentially by placing a(n) \_\_\_\_\_ in the body of the document and also to the left of the note text.

*ANSWER:* note reference mark

*POINTS:* 1

*REFERENCES:* WD 82  
Typing the Research Paper Text

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 5:13 PM

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66. As documents that exceed one page are typed, Word automatically inserts page breaks called \_\_\_\_\_, when it determines the text has filled one page according to paper size, margin settings, line spacing, and other settings.

*ANSWER:* automatic page breaks  
soft page breaks

*POINTS:* 1

*REFERENCES:* WD 91  
Typing the Research Paper Text

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

## Word Module 2

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67. Because page repagination is performed between keystrokes, Word refers to the task of creating automatic page breaks as \_\_\_\_\_.

*ANSWER:* background repagination

*POINTS:* 1

*REFERENCES:* WD 91  
Typing the Research Paper Text

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 5:13 PM

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68. Because the works cited are to display on a separate numbered page, a(n) \_\_\_\_\_ must be inserted at a specific location following the body of a research paper.

*ANSWER:* manual page break  
hard page break

*POINTS:* 1

*REFERENCES:* WD 95  
Creating an Alphabetical Works Cited Page

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 5:13 PM

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69. A(n) \_\_\_\_\_ is a type of paragraph formatting in which the first line extends to the left of the rest of the paragraph.

*ANSWER:* hanging indent

*POINTS:* 1

*REFERENCES:* WD 98  
Creating an Alphabetical Works Cited Page

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

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70. While \_\_\_\_\_, you review a document to look for grammatical errors and spelling errors.

*ANSWER:* proofreading

*POINTS:* 1

*REFERENCES:* WD 98  
Proofreading and Revising the Research Paper

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

## Word Module 2

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71. The \_\_\_\_\_ displays when you drag-and-drop text and allows you to change the format of the text that was moved.

ANSWER: Paste Options button

POINTS: 1

REFERENCES: WD 103  
Proofreading and Revising the Research Paper

QUESTION TYPE: Completion

HAS VARIABLES: False

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### Critical Thinking Questions

#### Case 2-1

Your friend Riley knows that you have a lot of experience with proofreading works cited pages from your time as a graduate student and now as a professional researcher.

72. Riley brings to you the research paper on which she is currently working. Which of the following is a correct and complete citation for a book?

a. Connors, Jack. <u>Dreaming of Jeannie</u> . 4 <sup>th</sup> edition. Volume 2. 2010.
b. Santos, Matthew, and Joshua Lyman. <u>How to Run (and Win) a Presidential Campaign</u> . Houston: GOP Publishing, 2011.
c. Shelly, Gary B. "How a GPS Works." <u>Computing in Today's World</u> March 2011: 34-42.
d. Hutton, Laura. <u>Effective Management for the 21<sup>st</sup> Century</u> . Albuquerque: Manhattan Publishers.

ANSWER: B

POINTS: 1

REFERENCES: WD 79  
Typing the Research Paper Text

QUESTION TYPE: Subjective Short Answer

HAS VARIABLES: False

PREFACE NAME: case 2-1

TOPICS: Critical Thinking

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73. Her most recent research paper is the first example of a paper on which Riley has worked that will use websites as sources. Can you help her indicate which of the following is a correct and complete citation for a website?

a. Cashman, Thomas J. How a USB Flash Drive Works. Course Technology. 14 April 2011. <www.scsite.com/wd2010/pr2/wc.htm>
b. Cashman, Thomas J. Course Technology. 14 April 2011. <www.scsite.com/wd2010/pr2/wc.htm>

## Word Module 2

c. Cashman, Thomas J. How a USB Flash Drive Works. Course Technology. <www.scsite.com/wd2010/pr2/wc.htm>
d. None of the citations above is correct.

ANSWER: A

POINTS: 1

REFERENCES: WD 79  
Typing the Research Paper Text

QUESTION TYPE: Subjective Short Answer

HAS VARIABLES: False

PREFACE NAME: case 2-1

TOPICS: Critical Thinking

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### Critical Thinking Questions

#### Case 2-2

A new colleague of yours has been eyeing your computer skills with envy, as you seem to know all of the shortcuts. He wants to know what your “secret” is.

74. Which of the following allows you to remove character formatting?

a. Press and hold down the CTRL key and then click the paragraph.
b. Move the mouse to the left of the first line until the mouse pointer changes to a right-pointing block arrow and then click.
c. Move the mouse to the left of the text until the mouse pointer changes to a right-pointing block arrow and then triple-click.
d. Press the CTRL+SPACEBAR keys.

ANSWER: D

POINTS: 1

REFERENCES: WD 71  
Typing the Research Paper Text

QUESTION TYPE: Subjective Short Answer

HAS VARIABLES: False

PREFACE NAME: case 2-2

TOPICS: Critical Thinking

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75. Which of the following keys do you recommend to your colleague for adding a hanging indent?

a. CTRL+H	c. ALT+H
b. CTRL+T	d. CTRL+SHIFT+I

ANSWER: B

POINTS: 1

REFERENCES: WD 71  
Typing the Research Paper Text

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

## Word Module 2

*QUESTION TYPE:* Subjective Short Answer

*HAS VARIABLES:* False

*PREFACE NAME:* case 2-2

*TOPICS:* Critical Thinking

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**Productivity App: Productivity Apps for School and Work**

1. OneNote will not function at all without an Internet connection.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: PA-2  
Syncing a Notebook to the Cloud

QUESTION TYPE: True / False

HAS VARIABLES: False

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2. OneNote allows users to convert handwriting to text using the Ink to Text button.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: Converting Handwriting to Text  
PA-3

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 4/26/2016 7:26 PM

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3. It is possible to record audio conversations with OneNote if your computer or device has a camera and/or a microphone.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: PA-4  
Recording a Lecture

QUESTION TYPE: True / False

HAS VARIABLES: False

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4. Microsoft Sway is available as an app on Office365 or at Sway.com.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: Introduction to Sway  
PA-6

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

## Word Intro to Office 2016 & Windows 10

1. \_\_\_\_ is the newest version of Microsoft Windows.

- a. Windows 10
- b. OneDrive
- c. Microsoft Office 2016
- d. Microsoft Office 365

ANSWER: a

POINTS: 1

REFERENCES: OFF 2  
Introduction to the Windows 10 Operating System

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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2. A(n) \_\_\_\_ consist of programs designed to make users more productive and/or assist them with personal tasks.

- a. Start screen
- b. app
- c. operating system
- d. log-in account

ANSWER: b

POINTS: 1

REFERENCES: OFF 2  
Introduction to the Windows 10 Operating System

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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3. A(n) \_\_\_\_ is a motion you make on a touch screen with the tip of one or more fingers or your hand.

- a. app
- b. gesture
- c. tile
- d. scroll bar

ANSWER: b

POINTS: 1

REFERENCES: Introduction to the Windows 10 Operating System  
OFF 3

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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4. A \_\_\_\_ is a horizontal or vertical bar that appears when the contents of an area may not be visible completely on the screen.

- a. tilt wheel
- b. gesture
- c. scroll bar
- d. scroll box

ANSWER: c

POINTS: 1

REFERENCES: OFF 4  
Introduction to the Windows 10 Operating System