**Word Test Study Guide**

1. File

* The tab that contains the print command

1. Memo

* The appropriate document to use for internal communication. Example: principal emails staff to inform them about a new policy

1. Placeholder

* The place information should be typed in a Word 2013 template

1. Ctrl + S

* A commonly used shortcut key or keyboard key combination used to save a new file or an existing file in its same storage location

1. Shortcut Menu

* The name of the list of frequently used commands that appears when you right-click an object

1. Click the Microsoft help button in the upper right corner of the Word window

* To access Word 2013 Help from the Word Window

1. File tab, choose Quit button

* Command used to close the current document

1. Printer Status Button

* In the Print Dialog Box, the area that provides a user with a list of available printers

1. Is the Template easy to use?

* The question that has to be answered when creating a custom template – will it be quicker to use the template than to recreate the document from scratch each time

1. Template

* If you have to create a document (such as a newsletter) on a regular basis, instead of recreating the document each time, create a template
* If you create a business letter that you want to use repeatedly, you need to select the template file type when saving to protect the original letter

1. Newsletter

* A document used to inform on a regular basis. Example: Principal wants to send out a monthly update of school activities or FBLA secretary to inform FBLA members of monthly club activities

1. Save

* Button used to store a new or existing file with the same name

1. Click the tab of the ribbon you wish to access

* How you switch from one ribbon to another

1. .dotx

* Correct file format of a normal Word 2013 template

1. Document

* File type used when saving a business letter template

1. Quick Access Toolbar, Undo Button

* The command to use to cancel a recent command or action

1. Printing and Saving a Document

* This action or command cannot be cancelled in Word

1. Ribbon

* The control center located below the title bar at the top of the Word 2013 window

1. Save As

* Command used to save an existing document with a new file name or to save an existing document in a new location
* The dialog box allows a user to create a new folder in the desired storage location

1. Blank Document

* Select this document to create your own template from scratch

1. File Name

* The name assigned to a file when it is saved

1. Print

* This window allows a user to see document pages exactly as they will print

1. Window Control Buttons

* Located on the Title Bar, this item enables a user to minimize, maximize, or close the Word 2013 window

1. Mini Toolbar

* This automatically appears based on tasks you perform, and contains commands related to changing the appearance of text in a document

1. Sample Templates

* If you want to create a template created by Office.com, you would select the icon for Sample Templates

1. F1

* The shortcut key for accessing Microsoft Office Word Help from the Word Window

27. Small Black Dot

* Hidden formatting symbol that represents a single space in a document

28. Black Arrow Pointing Right

* Hidden formatting symbol that represents a tab stop in a document

29. Using the tools found on the Review Tab and proofreading a document answers:

* Will the template have correct spelling, grammar, and punctuation

1. Go To

* The quickest way to navigate to a particular page in a report

1. Document Properties Panel

* The area in Microsoft Word that enables the users to view document properties and update the properties information at any time while creating a document

1. Zoom

* Specifies the size of the viewable area and allows users to reduce or enlarge the size of a document window

1. Right Tab

* The tab stop that should be used to align page numbers so that it will result in an even right edge

1. Hanging Indent

* The type of paragraph indentation that forces the first line into a position to the left of the rest of the paragraph

1. Left

* The default paragraph alignment for the Normal Style in Microsoft Word

1. Paragraph Formatting

* The process of changing the appearance of a paragraph of text

1. Copy

* The process of creating a duplicate of an item while leaving the original item in place in the document

1. Select All

* The quickest way to select the entire document

1. Document Properties Panel

* The area used to provide information about the author, title, subject, keywords, category, and comments that describe the document

1. Read Mode

* If you are assigned to type a report and want to maximize space, this is the option you should choose to display the content

1. Alignment

* Refers to how the left and right edges of a paragraph align on a page

1. Line Spacing

* The amount of vertical space between the lines of text in a paragraph

1. Bulleted List

* A series of paragraphs, each beginning with a bullet character

1. Paragraph

* The group on the Home Ribbon that contains commands to control the alignment of text in a document

1. Replace

* The Editing Group tool that is used to search for and replace specific text in a document

1. Find

* The tool on the Home Ribbon that lets a user search for text in a document by keying the work into a search box

1. Outline

* On the View Ribbon, the command that allows the document to be viewed as it would appear in a multilevel outline

1. Print Layout

* This is the view to use to view a report as a hard copy

1. The Method for Changing the Bullet Symbol within a list

* Select the list and choose the drop-down arrow next to the Bullets button to select from the Bullet library

1. Justify Align

* The alignment option that indicates that text in a document is aligned to both the left and right margins

1. Decimal Tab

* The tab stop to use when creating a table with numbers and you would like the numbers to be displayed as currency

1. Paragraph Spacing

* The amount of space that appears between paragraphs

1. Zoom Slider

* The item on the status bar used to increase or decrease the size of the content in a Microsoft Word window

1. Status

* The bar that represents information about a document, the progress of current tasks, and the status of certain commands and keys, and also provides controls for viewing the document

1. Backstage

* The name of the view that provides data about documents and contains a set of commands to help a user manage documents

1. Web Layout

* The view that should be used to display a report as it would appear online

1. Modify

* The option on the Apply Styles dialog box that changes the settings for a selected style

1. Subscript

* The character formatting effect that is applied to make text appear in a smaller font size below the middle point of the line

1. Character Formatting

* The process of changing the way characters appear both on screen and in print to improve document readability

1. Style

* The name of the group formatting characteristics

1. How Different Underline Styles are selected when Applying the Underline Font Format to Selected Text

* Choose the underline drop-down arrow on the Home Ribbon to select various underline styles

1. Paste

* The action to take to insert the contents from the Office Clipboard into a document

1. Font

* The appearance and shape of the letters, numbers, and special characters in a document

1. Triple-Click

* The quickest way to select an entire paragraph in a word processing document

1. Change Case

* The command on the Home Ribbon that allows a user to change the case of selected text to all uppercase, lowercase, sentence case, toggle case, or capitalize each word

1. Ctrl + B

* A commonly used shortcut key or keyboard combination used to apply bold formatting to selected text

1. Quick Styles

* Built-in or predefined styles used for formatting text

1. Text Effects

* The command on the Home Ribbon that applies a shadow, glow, or reflection to selected text or paragraph

1. Insert a Column Break

* What you should do when you have a 3 column newsletter and you want to end the first column early to insert a picture below it

1. Page Layout Ribbon, Page Setup Group

* This is where the command to divide a Microsoft Word document into multiple columns is located

1. Adjust Column Width

* What you should do in a 3 column newsletter to increase more words per line in each column

1. Split Cells

* The option to choose when you have a table and you want to divide each cell in the top row into two separate cells

1. Page Break

* This is what Microsoft Word automatically inserts when it determines the text has filled one complete page allowed by the page size, margin settings, line spacing and other settings

1. How Columns are Removed from a Document

* Select the column text and choose One from the Columns drop-down list on the Page Layout Ribbon

1. Page Layout

* The ribbon that contains the command to change the preset margin settings in a Microsoft Word document

1. 0.5 inch

* The default space between columns

1. Cell Margins

* The layout feature to apply to adjust the white space around a cell in a table

1. Table Tools Design and Table Tools Layout

* The two ribbons that become available when a table is selected in a Microsoft Word document

1. Text to Table

* The option to use when you have a list of names (Last Name, First Name) that you want to put into a table and separate the last name from the first.

1. Page Border

* The option to choose to place a box around the entire document that includes a table

1. Ctrl + Return

* Keyboard shortcut for inserting a manual page break

1. Apply to Drop-down List

* The option to select in the Columns dialog box to create multiple columns in only one paragraph of text in a document

1. Continuous

* The type of break used to create a new section on the same page as the previous section

1. Orientation

* The term that refers to the two page layout positions of a document

1. Copy

* The option to use to place a table you have created in a document in another document as well

1. Autofit

* The option to use if you are unable to view all of the information in the first column of your table

1. Table Tools Design Ribbon

* This is the ribbon from which Table Styles may be applied to a table in a Microsoft Word document
* The ribbon that contains the commands to apply preset table styles to a Microsoft Word table

1. Styles

* The option to choose to add predefined formatting to a table

1. Columns Dialog Box on the Page Layout Ribbon

* This is where column width and spacing is controlled in a Microsoft Word document

1. Cell Size

* The command group in the Table Tools Layout Ribbon that contains the command to modify the height or width of rows and columns in a table

1. Left Arrow Key

* The option to choose to navigate across columns to the left in a table

1. Draw Table

* The method that would allow you to create a table with rows and columns of varying sizes

1. Tab

* The option to choose to navigate across columns to the right in a table

1. Insert Ribbon, Tables Group

* This is where the command to insert a new table is located

1. Cell Alignment

* The layout feature to apply to apply to a table if you want the text in the rows to start at the top left

1. Table Tools Layout Ribbon

* The ribbon used to insert a new row into a Microsoft Word table

1. Sorting

* Refers to text that is arranged in alphabetic, numeric, or date order based upon the first character

1. Insert Table

* The method that would bring up the dialog box so you could define the 20 rows and 4 columns that you know you need in your table

1. Insert

* The option to use to add a blank row between the table headers and the first row of data

1. Content Controls

* The tool to use if you want to have places in a survey template where users can check “yes” or “No” about their senior plans.
* Tool used in a template where users can choose one of several options to fill in a blank

1. Borders and Shading

* The dialog box used to specify the exact style of the decorative lines used on a page

1. Header & Footer

* The group that contains the command to place text at the bottom edge of each printed page of a document

1. Wrap Text

* The command to use to place a picture of a drum set to appear behind the text
* The command on the Picture Tools Format Ribbon used to change the way text wraps around a selected object

1. Screenshot

* The command on the Insert Ribbon used to capture and insert a picture of any other open program window
* The command to use to e-mail a view of the entire program window to the Technology Department of the error message received when logging on to a computer

1. Symbols

* The ribbon group within the Insert Ribbon that contains the commands that enable a user to insert common mathematical symbols or equations

1. Header

* The printable text and graphics at the top of each page

1. Textbox

* The command on the Insert Ribbon that creates a preformatted placeholder for text in a document

1. Drop Cap

* The name of a capital letter that is the first letter in a paragraph but is set in a larger font size than the rest of the characters in the paragraph

1. Crop

* The command that is most appropriate to use if there are portions of a picture the user wants removed

1. Picture

* The shape fill option to use to fill a rectangular shape in a Word document with a Microsoft Logo
* The command used to insert a picture file from a storage device into a document
* An image from a USB drive inserted into a science report

1. Bar, Pie, Line, and Column

* The chart types that are available in Microsoft Word

1. Page Border

* The decorative lines used to surround a page or the elements on a page

1. Balloons

* The term that refers to the oblong boxes that appear when formatting changes are made in a document while tracking changes

1. Comments

* The name of the note that can be inserted into a Microsoft Word document by a reviewer to communicate suggestions, alerts, or tips to the author

1. Combine

* The Word tool used to easily create a single final report that includes all changes made

1. Mail Merge Task Pane

* The name of the pane that displays a step-by-step progression that guides a user through the creation of a mail merge

1. Address Block

* If a user is creating a new mail merge envelope to use in sending a letter to customers, this is the Word feature to use for a predefined format of the mailing address for each of the customers
* The option that should be used if the user wants to create a mail merge envelope that places the address of each of her customers in the center of the envelope in a predefined format

1. Merge Fields

* This should be inserted if a user needs to send a letter to all his customers and he wants to add the customer’s names and addresses to the letter

1. Match Fields

* If a user has a field in her data source called First, the option she should use to communicate to Mail Merge that First is the same as First Name

1. Translate

* The tool that converts word or paragraphs into a different language using the Microsoft Word bilingual dictionaries

1. Word Count

* The command used to find the number of words, characters, paragraphs, or lines in a Microsoft Word document

1. Original

* The Track Change command that allows a user to see what a document looked like before any changes were made to it

1. Track Changes

* The feature in Microsoft Word that highlights insertions, deletions, or formatting modifications in a document

1. Merge Fields

* The field names that are linked to the data source in a mail merge document

1. Select from Outlook Contacts

* The Word feature that should be used when creating a new mail merge document and the user wants to send it to her customers most commonly communicated with by email

1. Edit Individual Letters

* The merge option that should be selected in order to save merged documents in a file or edit the contents of the individual merged letters

1. Spelling and Grammar

* The name of the Microsoft Word feature that reviews spelling and grammatical errors as you type and compares them against the Microsoft Word dictionary

1. AutoCorrect

* The feature of Microsoft Word that automatically corrects typing, spelling, capitalization, or grammar errors as they are typed
* The dialog box that provides the user with the ability to replace text as it is typed

1. Changes

* The group in the Review Ribbon that contains the command to accept or reject changes made to a document

1. Citation

* If a user is working on a research paper about the benefits of FBLA, this is what she would use to reference a quote from the State President included in the body of the report
* Used to reference a quote from a marketing executive included in the body of the report when working on a research paper about the marketing reach of social media

1. Proofing

* The section of Backstage/Options used to add a person’s name to the Microsoft dictionary

1. The Procedure that must be Completed in the Document prior to Creating a Table of

Contents Using the Table of Contents command

* Apply heading styles to the appropriate headings in the document

1. How to remove comments from a Microsoft Word Document

* Review Ribbon, Comments group, Delete command

1. Table of Contents

* A quick reference point that gives the reader an overview of where to find content throughout the document

1. My Data Sources Folder

* This is where a Microsoft Word mail merge data source is stored for future use

1. Type New List

* The Word feature that should be used when a user is creating a new mail merge document and wants to send it to her most loyal customers

1. Merge Document

* This is what is created when a user needs to send a letter to all of his customers and has combined the letter he wrote with his customer list

1. Hyperlink

* The command on the Insert Ribbon that creates a link to a webpage, picture, email address or program

1. Works Cited Page

* When working on a research paper, this is a list of all of the sources used within the paper at the end of the paper
* Listing of all the sources used within a research paper at the end of the paper

1. Endnote

* A reference note displayed at the end of the document

1. Footnote

* A reference note inserted at the bottom of the page using the References Ribbon

1. Hanging Indent

* The indentation that would be used for the second and succeeding references when creating a Reference page for a report

1. Title Page

* This should appear at the beginning of a research paper

1. Double-click the Dimmed Document Text

* A quick way to close the Header or Footer view in a Microsoft Word document

1. Footer

* Text and graphics that print at the bottom of every page in a Microsoft Word document

1. How to Remove a Watermark from a Microsoft Word Document

* Choose Remove Watermark from the Watermark drop-down box on the Page Layout Design Ribbon

1. Gradient

* The shape fill option to use if you want a shape to transition from one color to another

1. Screen Clipping

* The command on the Insert Ribbon used to select a part of a program window to insert into a file

1. Watermark

* The ghosted graphic that is displayed on top of or behind text in a document

1. Quick Parts Gallery

* This is where Microsoft Word puts elements such as text, logos, or graphics saved for later use in a document

1. How to Modify the Colors in a Selected Theme

* Choose the Theme Colors command on the Page Layout Ribbon

1. Valid Placement Options for Page Numbers in a Document

* Top of page or bottom of page

1. Corner

* The small, white circles surrounding a graphic that allows a user to proportionately resize the graphic

1. Shape

* The command to use from the Insert Ribbon to draw a star in an FBLA flyer
* Object used to insert an arrow to point out information in a newsletter

1. WordArt

* The type of drawing object that enables users to create shadowed, rotated, stretched, and wavy text effects

1. Effects

* The name of the group of picture formatting characteristics that includes shadow, reflections, glow, soft edges, bevel, and 3-D rotation

1. Insert

* The ribbon that contains the command to create headers in a document
* The ribbon that includes the command for inserting charts that illustrate or compare data

1. Caption

* The descriptive text placed below an object

1. SmartArt

* Graphic used to insert a graphic to visually display a family tree
* Command that would be most appropriate for a quick and easy visual representation of a family tree

1. Collapse

* The command to use in outline view if you **only** want to see the main headings

1. Expand

* This is the command that should be used if you are reviewing the minutes from a past meeting and you are in outline view and you want to view the main headings and subheadings

1. Promote

* The command to use if you want to make one section of a paper **more important** than another section

1. Demote

* The command to use if you want to make one section of a paper **less important** than another section

1. Change Display Options

* The area in backstage view if you want all of your documents to show formatting marks by default

1. Master Document

* This is the document that organizes all of the heading sections, and contains the title page, thesis, introduction and works cited page

1. Subdocument

* If you are typing a 10 page research paper for a Business Law class on the branches of the US government and you open the file on the legislative branch heading, this file is an example of a subdocument

1. AutoCorrect

* The command that should be accessed if you are typing a report which contains numerous abbreviations of states and you want the state abbreviations to be capitalized each time you key the state abbreviation

1. AutoRecover

* The command to access to change the time of scheduled the file backup feature from 10 to 5 minutes

1. Personalize Word

* The area in backstage view that should be used if the user wants to make sure that her name is shown as the author for all of her documents

1. Exception

* The command that can be used to prevent the application from automatically capitalizing after the abbreviated term (example: assoc. for association)

1. Macro

* The view that would allow the user to change the organization of a 10 page research paper
* The use of a shortcut key to insert a preformatted title page in a research paper is an example

1. AutoFormat

* If a user is keying a list of ordinal numbers(1st, 2nd, 3rd) and Word automatically changes the text portion of the ordinal numbers to superscript, AutoFormat is the feature that accomplishes this

1. Customize the Quick Access Toolbar

* The area in backstage view that a user should change if she want to quickly open documents without going into backstage view

1. Change Save Options

* The area in backstage view that a user should use to change the location where she would go to recover documents

1. Advanced

* The backstage option to use if a user wants to use the insert key to control the overtype mode

1. Outline

* The view that would assist a user in changing the organization of a paper

1. Track Changes

* The feature that a user would use to view which other users made changes to a document

1. Save & Send

* The area on the File tab that has the command allowing a Microsoft Word document to be shared as a blog post

1. Document Inspector

* The feature that a user should use to insure that a document does not contain any personal information before sharing it with other users

1. Check Compatibility

* The feature that should be used to make sure that other users of an older version of Microsoft Word will be able to view all of the content in the document

1. Restrict Editing

* The command on the Review Ribbon that limits how people edit or format specific parts of a document

1. Document Properties

* The feature that should be used to make sure that you are listed as the author of a document that you will be sharing

1. Encryption with Password

* The option that should be used to limit access of the document to certain users

1. Restrict Documents with Comments

* The feature that should be used when a user creates a document that she would like other users to view and provide feedback

1. Read-only Document

* The feature that a user would utilize if he wants other users to be able to access the document but not modify it

1. Check Accessibility

* The feature that a user should use if he wants to make sure that other users with disabilities will be able to view all of the content in the d