## Word Lesson 2 Notes and Vocabulary

**Part 1: Document Views**



1. How many document views does Word have? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Which view is the default view? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Which view is strictly for editing text? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part 2: Lesson 2 Vocabulary**

|  |  |
| --- | --- |
| **Clipboard**  |  |
| **Copy**  |  |
| **Cut** |  |
| **Document Properties** |  |
| **Go to**  |  |
| **Gridlines** |  |
| **Multi-selection** |  |
| **Navigation Pane** |  |
| **Object Zoom** |  |
| **Paste** |  |
| **Read Mode** |  |
| **Replace** |  |
| **Rulers** |  |
| **Scroll Bars** |  |
| **Scroll Box** |  |
| **Scroll Buttons** |  |
| **Thumbnails** |  |
| **Wildcards** |  |

**Part 3: Pasting Options – Explain the three different pasting options in your own words.**

1. Keep Source Formatting
2. Merger Formatting
3. Keep Text Only

**Part 4 – Shortcut Keys – Tell me the shortcut keys for the following items**

1. Cut
2. Copy
3. Paste

**Part 5: Lesson 2 Certification Skills**

1. How would you change the document views?
2. How would you customize the ribbon?
3. How would you use the Zoom command?
4. How would you split the window?
5. How would you search for text?
6. How would you locate text in a document
7. How would you use find and replace to format text?
8. How would you Go To specific places in a document?
9. How would you use the copy and paste commands?
10. How would you remove blank paragraphs?
11. How would you add information to the document properties?

**Part 6: Multiple Choice**

1. Which of the following are valid Document View options within Word?

a) Read Mode

b) Fax

c) Print Layout

d) Web Layout

e) Outline

f) Draft

1. Which view displays the text with a larger font and minimizes many tools in the Word window?

a) Print Layout

b) Draft

c) Read Mode

d) Web Layout

1. Outside of the View tab, where else do you have access to Document View commands?

a) Home tab

b) Review

c) Insert

d) Status bar

1. In order to search and locate instances of a misspelled client’s name, which tab in the Navigation Pane would you use?

a) Results

b) Headings

c) Pages

d) Search

1. Which of the following locations provide access to Zoom options within Word?

a) Status bar

b) Insert tab

c) Page Layout

d) View tab

e) Backstage Print command

1. In order to open a duplicate copy of an active document on the screen, which option in the Window command group will you use?

a) Arrange All

b) Split

c) Reset Window Position

d) New Window

1. In order to divide one document into two so you can view two parts of a single document at one time, which option in the Window command group would you use?

a) Arrange All

b) Split

c) Reset Window Position

d) New Window

1. In order to view two documents next to each other using synchronistic scrolling to compare documents, which option in the Window command group would you use?

a) Arrange All

b) Split

c) Reset Window Position

d) View Side by Side

1. You want to use Find and Replace to locate all words beginning with *T* and ending with *M*. Which of the following wildcard search criteria would you use?

a) b\*m

b) b#m

c) b,m

d) \*bm

1. In order to search for a single character, which wildcard would you use?

a) \*

b) ?

c) \*\*

d) ??

1. In order to quickly select the entire document with your mouse, which of the following options can you use?

a) Click in the left margin.

b) Hold Ctrl and click anywhere.

c) Double-click in the left margin.

d) Triple-click in the left margin.

1. The \_\_\_\_\_\_\_\_\_\_ stores items you copy or cut until they are pasted.

a) Screen

b) Clipboard

c) Keyboard

d) Document

1. How many items can the clipboard hold at any given time?

a) 9

b) 15

c) 18

d) 24

1. Use Document Properties to include important information which can be used later to perform searches. Which of the following types of information can you track in the Document Properties panel?

a) date the document was created

b) subject

c) category

d) key words

e) graphics