**1.01**

\_\_\_\_\_1. Shameka is a Yearbook Staff member. Every semester she has to create a newsletter. Instead of recreating it each time, what should she create for future use?

\_\_\_\_\_2. The principal emailed the staff to inform them about new policy changes for cell phone use. Which type of document is the most appropriate to use?

\_\_\_\_\_3. Which command is used to close the current document without exiting Microsoft Word?

\_\_\_\_\_4. How do you access Microsoft Word Help from the Word Window?

\_\_\_\_\_5. Which dialog box allows a user to create a new folder in the desired storage location?

\_\_\_\_\_6. What is the name assigned to a file when it is saved?

\_\_\_\_\_7. Which of the following actions or commands cannot be undone in Microsoft Word?

\_\_\_\_\_8. Nathan has created a new business letter and wants to use it repeatedly. What file type does he need to select when saving to protect his original letter?

\_\_\_\_\_9. Linda is creating a custom template. If it will be quicker to use the template than to recreate the flyer from scratch each time, which important question is she answering?

\_\_\_\_\_10. In the Print dialog box, which area provides a user with a list of available printers?

\_\_\_\_\_11. The principal wants to send out a monthly update of school activities. Which type of document is the most appropriate to use?

\_\_\_\_\_12. Which automatically appears based on tasks you perform, and contains commands related to changing the appearance of text in a document?

\_\_\_\_\_13. Which window allows a user to see document pages exactly as they will print?

\_\_\_\_\_14. In a Microsoft Word template, which of the following items indicates the location where information should be typed?

\_\_\_\_\_15. Which is the shortcut key for accessing Microsoft Office Word Help from the Word window?

\_\_\_\_\_16. On the Title bar, which item enables a user to minimize, maximize, or close the Microsoft Word window?

\_\_\_\_\_17. Which of the following hidden formatting symbol represents a single space in a document?

\_\_\_\_\_18. Which Microsoft Word tab contains the Print command?

\_\_\_\_\_19. Nathan is using a business letter template he created earlier and wants to save it with all the customers information. What file type should he select?

\_\_\_\_\_20. What is the name of the list of frequently used commands that appears when you right-click an object?

\_\_\_\_\_21. How do users switch from one ribbon to another in Microsoft Word?

\_\_\_\_\_22. Trey wants to create his own template from scratch. Which icon would he select to begin this process?

\_\_\_\_\_23. Linda is creating a custom template. If she uses the tools found on the Review tab and proofreads her document, which important question is she answering?

\_\_\_\_\_24. Which of the following software programs is a full-featured word processing program that allows users to create professional-looking documents and revise them easily?

\_\_\_\_\_25. Which command should you use to cancel a recent command or action?

\_\_\_\_\_26. To store a new or existing file with the same name, which button is used?

\_\_\_\_\_27. To save a new file or an existing file in its same storage location, which commonly used shortcut key or keyboard key combination is used?

\_\_\_\_\_28. To save an existing document with a new file name or to save an existing document in a new location, which command is used?

\_\_\_\_\_29. What type of template is most appropriate for a FBLA Secretary to use to inform FBLA members of monthly club activities?

\_\_\_\_\_30. Which of the following hidden formatting symbol represents a tab stop in a document?

\_\_\_\_\_31. What is the control center located below the title bar at the top of the Microsoft Word window called?

\_\_\_\_\_32. Trey wants to use the Black Tie Newsletter template created by Office.com. Which icon would he select to create this document?

\_\_\_\_\_33. What is the correct file format of a normal Microsoft Word template?

1. .dotx
2. A black arrow pointing right
3. A small black dot
4. Blank Document
5. Click the Microsoft Office Word Help button in the upper right corner of the Word window
6. Click the tab of the ribbon they wish to access
7. CTRL + S
8. Document
9. F1
10. File
11. File name
12. File tab, choose Close button
13. Is the template easy to use?
14. Memo
15. Mini Toolbar
16. Newsletter
17. Newsletter
18. Placeholder
19. Print
20. Printer Status
21. Quick Access Toolbar, Undo button
22. Ribbon
23. Sample Templates
24. Save
25. Save As
26. Save As
27. Saving a document
28. Shortcut Menu
29. Template
30. Template
31. Will the template have correct spelling, grammar, and punctuation?
32. Window control buttons
33. Word

**1.02**

\_\_\_\_\_1. Mrs. Perry has assigned the class to type a report. To view the report as a hard copy, which view should she use?

\_\_\_\_\_2. What area in Microsoft Word enables users to view document properties and update the properties information at any time while creating a document?

\_\_\_\_\_3. What is the process of creating a duplicate of an item while leaving the original item in place in the document called?

\_\_\_\_\_4. To increase or decrease the size of the content in a Microsoft Word window, which item on the status bar would you use?

\_\_\_\_\_5. To specify the size of the viewable area and allow users to reduce or enlarge the size of a document window, which command is used?

\_\_\_\_\_6. Jana wants to navigate page 35 of her report. What is the quickest way to navigate?

\_\_\_\_\_7. Which Editing group tool is used to search for and replace specific text in a document?

\_\_\_\_\_8. Mrs. Perry has assigned the class to type a report. To display the report as it would appear online, which view should she use?

\_\_\_\_\_9. Sally wants to select the entire document that she is currently editing. What is the quickest way to select the document?

\_\_\_\_\_10. Mrs. Perry has assigned the class to type a report. To maximize space, which option would you choose to display the content?

\_\_\_\_\_11. Which bar presents 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?

\_\_\_\_\_12. What is the name of the view that provides data about documents and contains a set of commands to help a user manage documents?

\_\_\_\_\_13. Sally wants to select an entire paragraph in her word processing document. What is the quickest way to select the paragraph?

\_\_\_\_\_14. What area is used to provide information about the author, title, subject, keywords, category, and comments that describe the document?

\_\_\_\_\_15. Which action would Drake take to insert the contents from the Office Clipboard into a document?

\_\_\_\_\_16. On the View Ribbon, which command allows the document to be viewed as it would appear in a multilevel outline?

\_\_\_\_\_17. Which tool on the Home ribbon lets a user search for text in a document by keying the word into a search box?

1. Backstage
2. Copy
3. Document Properties Panel
4. Document Properties Panel
5. Find
6. Go To
7. Outline
8. Paste
9. Print Layout
10. Read Mode
11. Replace
12. Select All
13. Status
14. Triple-Click
15. Web Layout
16. Zoom
17. Zoom slider

**1.03**

\_\_\_\_\_1. Which commonly used shortcut keys or keyboard combination is used to apply bold formatting to selected text?

\_\_\_\_\_2. Which command on the Home ribbon allows a user to change the case of selected text to all uppercase, lowercase, sentence case, toggle case, or capitalize each word?

\_\_\_\_\_3. Which of the following terms defines the appearance and shape of the letters, numbers, and special characters in a document?

\_\_\_\_\_4. To make text appear in a smaller font size below the middle point of the line, which character formatting effect is applied?

\_\_\_\_\_5. Which option on the Apply Styles dialog box changes the settings for a selected style?

\_\_\_\_\_6. In Microsoft Word, what is the name of the group formatting characteristics called?

\_\_\_\_\_7. What are the built-in or predefined styles used for formatting text called?

\_\_\_\_\_8. How are different underline styles selected when applying the underline font format to selected text?

\_\_\_\_\_9. Which command on the Home ribbon applies a shadow, glow, or reflection to selected text or paragraphs?

\_\_\_\_\_10. What is the process of changing the way characters appear, both on screen and in print, to improve document readability?

1. Choose the Underline drop-down arrow on the Home ribbon to select various underline styles
2. Style
3. Text Effects
4. Change Case
5. Font
6. Character formatting
7. Modify
8. Quick Styles
9. Subscript
10. Ctrl + B

**1.04**

\_\_\_\_\_1. What is a series of paragraphs, each beginning with a bullet character, called?

\_\_\_\_\_2. Which of the following refers to how the left and right edges of a paragraph align on a page?

\_\_\_\_\_3. Alexis is creating a table with numbers. She would like the numbers to be displayed as currency. Which tab stop should she use?

\_\_\_\_\_4. Which alignment option indicates that text in a document is aligned to both the left and right margins?

\_\_\_\_\_5. What is the method for changing the Bullet symbol within a list?

\_\_\_\_\_6. Which group on the Home ribbon contains commands to control the alignment of text in a document?

\_\_\_\_\_7. Alexis formatted a dot leader in a Table of Contents document. Which tab stop should she use to align page numbers so that it will result in an even right edge?

\_\_\_\_\_8. In a Microsoft Word document, what is the amount of space that appears between paragraphs called?

\_\_\_\_\_9. What type of paragraph indentation forces the first line into a position to the left of the rest of the paragraph?

\_\_\_\_\_10. What is the default paragraph alignment for the Normal Style in Microsoft Word?

\_\_\_\_\_11. What is the process of changing the appearance of a paragraph of text called?

\_\_\_\_\_12. What is the amount of vertical space between the lines of text in a paragraph called?

1. Alignment
2. Bulleted list
3. Decimal tab
4. Hanging indent
5. Justify align
6. Left
7. Line spacing
8. Paragraph
9. Paragraph formatting
10. Paragraph spacing
11. Right tab
12. Select the list and choose the drop-down arrow next to the Bullets button to select from the Bullet Library

**1.05**

\_\_\_\_\_1. What is the keyboard shortcut for inserting a manual page break?

\_\_\_\_\_2. What is the default space between columns?

\_\_\_\_\_3. Which term refers to the two page layout positions of a document?

\_\_\_\_\_4. Where is the command to divide a Microsoft Word document into multiple columns located?

\_\_\_\_\_5. Mark created a three column newsletter. He wants to end the first column early to insert a picture below it. What should Mark do?

\_\_\_\_\_6. How are columns removed from a document?

\_\_\_\_\_7. Mark created a three column newsletter. He wants to increase more words per line in each column. What should Mark do?

\_\_\_\_\_8. Which option is selected in the Columns dialog box to create multiple columns in only one paragraph of text in a document?

\_\_\_\_\_9. What does Microsoft Word automatically insert when it determines the text has filled one complete page allowed by the page size, margin settings, line spacing, and other

settings?

\_\_\_\_\_10.Where is column width and spacing controlled in a Microsoft Word document?

\_\_\_\_\_11. What type of break is used to create a new section on the same page as the previous section?

\_\_\_\_\_12. Which ribbon contains the command to change the preset margin settings in a Microsoft Word document?

1. 0.5 inch
2. Adjust column width
3. Apply to: drop-down list
4. Columns dialog box on the Page Layout ribbon
5. Continuous
6. Ctrl + Enter
7. Insert a column break
8. Orientation
9. Page break
10. Page Layout
11. Page Layout ribbon, Page Setup group
12. Select the column text and choose One from the Columns drop-down list on the Page Layout Ribbon

**1.06**

\_\_\_\_\_1. Which ribbon is used to insert a new row into a Microsoft Word table?

\_\_\_\_\_2. Which command group in the Table Tools Layout Ribbon contains the command to modify the height or width of rows and columns in a table?

\_\_\_\_\_3. Which ribbon contains the commands to apply preset table styles to a Microsoft Word table?

\_\_\_\_\_4. Table styles may be applied to a table in a Microsoft Word document from which ribbon?

\_\_\_\_\_5. Johanna wants to navigate across columns to the right in her table. Which option should she choose?

\_\_\_\_\_6. Lois has created a table in her document. She would like to add a blank row between the table headers and the first row of data. Which option should she choose?

\_\_\_\_\_7. Lisa wants to adjust the white space around a cell in her table. Which layout feature will she apply?

\_\_\_\_\_8. Lois has created a table in her document. She would like to divide each cell in the top row of her table into two separate cells. Which option should she choose?

\_\_\_\_\_9. Lois is unable to view all of the information in the first column of her table. Which option should she choose?

\_\_\_\_\_10. Lisa created a table. She wants the text in her rows to start at the top left. Which layout feature will she apply?

\_\_\_\_\_11. John wants add predefined formatting to his table. Which option should he choose?

\_\_\_\_\_12. Sam wants to organize the data for his research paper. Which method would allow him to create a table with rows and columns of varying sizes?

\_\_\_\_\_13. Which two ribbons become available when a table is selected in a Microsoft Word document?

\_\_\_\_\_14. Sam has a list of names (Last name, First name) in Word that he needs to put into a table and separate the last name from the first. Which option should he use?

\_\_\_\_\_15. Which of the following refers to text that is arranged in alphabetic, numeric, or date order based upon the first character?

\_\_\_\_\_16. Joan would like to place the table she has created in her document in another document as well. Which option should she choose?

\_\_\_\_\_17. John would like to place a box around the entire document that includes his table. Which option should he choose?

\_\_\_\_\_18. Sam wants to organize the data for his research paper. Which method would bring up the dialog box so Sam could define the 20 rows and 4 columns that he knows he needs?

\_\_\_\_\_19. Where is the command to insert a new table into a Microsoft Word document?

\_\_\_\_\_20. Johanna wants to navigate across columns to the left in her table. Which option should she choose?

1. Autofit
2. Cell Alignment
3. Cell Margins
4. Cell Size
5. Copy
6. Draw Table
7. Insert
8. Insert ribbon, Tables group
9. Insert Table
10. Left Arrow Key
11. Page Border
12. Sorting
13. Split Cells
14. Styles
15. Tab
16. Table Tools Design and Table Tools Layout
17. Table Tools Design Ribbon
18. Table Tools Design Ribbon
19. Table Tools Layout Ribbon
20. Text to Table

**1.07**

\_\_\_\_\_1. Matt wants to have places in his survey template where users can check "Yes" or "No" about their senior week plans. Which tool would he use?

\_\_\_\_\_2. How does a user modify the colors in a selected theme?

\_\_\_\_\_3. What is the ghosted graphic that is displayed on top of or behind text in a document called?

\_\_\_\_\_4. How is a watermark removed from a Microsoft Word document?

\_\_\_\_\_5. What command on the Insert Ribbon creates a preformatted placeholder for text in a document?

\_\_\_\_\_6. Which of the following are valid placement options for page numbers in a document?

\_\_\_\_\_7. What are the text and graphics that print at the bottom of every page in a Microsoft Word document called?

\_\_\_\_\_8. What are the decorative lines used to surround a page or the elements on a page called?

\_\_\_\_\_9. Which ribbon contains the command to create headers in a document?

\_\_\_\_\_10. Helen wants to have places in her template where users can choose one of several options to fill in a blank. Which tool would she use?

\_\_\_\_\_11. What is a quick way to close the Header or Footer view in a Microsoft Word document?

\_\_\_\_\_12. Where does Microsoft Word put elements such as text, logos, or graphics saved for later use in a document?

\_\_\_\_\_13. Which group contains the command to place text at the bottom edge of each printed page of a document?

\_\_\_\_\_14. Which ribbon group within the Insert Ribbon contains the commands that enable a user to insert common mathematical symbols or equations?

\_\_\_\_\_15. In a Microsoft Word document, what are the printable text and graphics at the top of each page called?

\_\_\_\_\_16. To specify the exact style of the decorative lines used on a page, which dialog box is used?

1. Borders and Shading
2. Choose Remove Watermark from the Watermark drop-down box on the Page Layout (Design) Ribbon
3. Choose the Theme Colors command on the Page Layout ribbon
4. Content Controls
5. Content Controls
6. Double-click the dimmed document text
7. Footer
8. Header
9. Header & Footer
10. Insert
11. Page Border
12. Quick Parts Gallery
13. Symbols
14. Textbox
15. Top of page or bottom of page
16. Watermark

**1.08**

\_\_\_\_\_1. What is 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?

\_\_\_\_\_2. Which of the small, white circles surrounding a graphic allows a user to proportionately resize the graphic?

\_\_\_\_\_3. Sara inserted a graphic used to visually display her family tree. Which graphic did she use?

\_\_\_\_\_4. Jordan wants to e-mail a view of the entire program window to the Technology Department of the error message that he received when logging onto his computer. What command would he use?

\_\_\_\_\_5. Kim inserted a rectangular shape into her Word document. She wanted to fill the shape with a Microsoft Logo. Which shape fill option should she use?

\_\_\_\_\_6. Which type of drawing object enables users to create shadowed, rotated, stretched, and wavy text effects?

\_\_\_\_\_7. Which command on the Picture Tools Format Ribbon is used to change the way text wraps around a selected object?

\_\_\_\_\_8. Angie inserted a picture into a Microsoft Word document. She decided there were portions of the picture she wanted to remove. Which command would be most appropriate to use?

\_\_\_\_\_9. In Microsoft Word, what is the name of the group of picture formatting characteristics that includes shadows, reflections, glow, soft edges, bevel, and 3-D rotation?

\_\_\_\_\_10. Which ribbon includes the command for inserting charts that illustrate or compare data?

\_\_\_\_\_11. Which command on the Insert Ribbon is used to select a part of a program window to insert into a file?

\_\_\_\_\_12. Kim inserted a rectangular shape into her Word document. She wanted the shape to transition from one color to another. Which shape fill option should she use?

\_\_\_\_\_13. Which command is used to insert a picture file from a storage device into a document?

\_\_\_\_\_14. What is the command on the Insert Ribbon used to capture and insert a picture of any other open program window?

\_\_\_\_\_15. What is the descriptive text placed below an object called?

\_\_\_\_\_16. Jordan inserted an image from his USB Drive into his science report. What did he insert?

\_\_\_\_\_17. Sara inserted an arrow to point out information in a newsletter, which object did she use?

\_\_\_\_\_18. Which of the following chart types are available in Microsoft Word?

\_\_\_\_\_19. Angie is designing a band flyer and wants a picture of a drum set to appear behind the text. Which command should she use?

\_\_\_\_\_20. Nathan is designing an FBLA flyer and wants to draw a star. Which command would he use from the Insert Ribbon?

\_\_\_\_\_21. In Nathan's parenting class, he has been assigned to diagram his family tree. Which command would be the most appropriate for a quick and easy visual representation?

1. Bar, pie, line, and column
2. Caption
3. Corner
4. Crop
5. Drop cap
6. Effects
7. Gradient
8. Insert
9. Picture
10. Picture
11. Picture
12. Screen Clipping
13. Screenshot
14. Screenshot
15. Shape
16. Shapes
17. SmartArt
18. SmartArt
19. WordArt
20. Wrap Text
21. Wrap Text

**1.09**

\_\_\_\_\_1. What is the name of the Microsoft Word feature that reviews spelling and grammatical errors as you type and compares them against the Microsoft Word dictionary?

\_\_\_\_\_2. Which command is used to find the number of words, characters, paragraphs, or lines in a Microsoft Word document?

\_\_\_\_\_3. What is 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?

\_\_\_\_\_4. Ann wants to add her name to the Microsoft dictionary. Which section of Backstage/Options will she use?

\_\_\_\_\_146. Hal and Alice have both made changes separately to the Biology lab report that they created together. They need to turn in one final version to their teacher. Which Word tool could they use to easily create a single final report that includes both of their changes?

\_\_\_\_\_5. Which tool converts words or paragraphs into a different language using the Microsoft Word bilingual dictionaries?

\_\_\_\_\_6. Which term refers to the oblong boxes that appear when formatting changes are made in a document while tracking changes?

\_\_\_\_\_7. What group in the Review Ribbon contains the command to accept or reject changes made to a document?

\_\_\_\_\_8. Which feature in Microsoft Word highlights insertions, deletions, or formatting modifications in a document?

\_\_\_\_\_9. When comments are inserted into a Microsoft Word document, how can they be removed?

\_\_\_\_\_10. Which Track Changes command allows a user to see what a document looked like before any changes were made to it?

\_\_\_\_\_11. Which feature of Microsoft Word automatically corrects typing, spelling, capitalization, or grammar errors as they are typed?

\_\_\_\_\_12. Which dialog box provides the user with the ability to replace text as it is typed?

1. AutoCorrect
2. AutoCorrect
3. Balloons
4. Changes
5. Combine
6. Comments
7. Original
8. Proofing
9. Review Ribbon, Comments group, Delete command
10. Spelling & Grammar
11. Track Changes
12. Translate
13. Word Count

**1.10**

\_\_\_\_\_1. Katelyn is working on a research paper about the marketing reach of social media. What should appear at the beginning of her research paper?

\_\_\_\_\_2. Katelyn is working on a research paper about the marketing reach of social media. She would like to list all of the sources used within her paper at the end of the paper. This is an example of a:

\_\_\_\_\_3. Which of the following is a reference note that is displayed at the end of the document?

\_\_\_\_\_4. Prior to creating a table of contents using the Table of Contents command, which procedure must be completed in the document?

\_\_\_\_\_5. What is a reference note inserted at the bottom of the page using the References Ribbon called?

\_\_\_\_\_6. On the Insert Ribbon, which command creates a link to a webpage, picture, email address, or program?

\_\_\_\_\_7. What is a quick reference point that gives the reader an overview of where to find content throughout the document?

\_\_\_\_\_8. Kim is working on a research paper about the benefits of FBLA. Which would she use to reference a quote from the State President included in the body of the report?

\_\_\_\_\_9. Kim is working on a research paper about the benefits of FBLA. She would like to list all of the sources used within her paper at the end of the paper. This is an example of a:

\_\_\_\_\_10. Katelyn is working on a research paper about the marketing reach of social media. Which would she use to reference a quote from a marketing executive included in the body of the report?

\_\_\_\_\_11. When creating a Reference page for a report, which indentation would be used for the second and succeeding references?

1. Apply heading styles to the appropriate headings in the document
2. Citation
3. Citation
4. Endnote
5. Footnote
6. Hanging Indent
7. Hyperlink
8. Table of Contents
9. Title Page
10. works cited page.
11. works cited page.

**1.11**

\_\_\_\_\_1. Where is a Microsoft Word mail merge data source stored for future use?

\_\_\_\_\_2. In order to save merged documents in a file or edit the contents of the individual merged letters, which merge option should be selected?

\_\_\_\_\_3. Joan is creating a new mail merge document, and wants to send it to her most loyal customers. Which Word feature would she use?

\_\_\_\_\_4. Sally has a field in her data source called First. Which option should she choose to communicate to Mail Merge that First is the same as First name?

\_\_\_\_\_5. Ivan needs to send a letter to all of his customers. He wants to add the customer's names and addresses to the letter. What should he insert?

\_\_\_\_\_6. Joan is creating a new mail merge document, and wants to send it to her customers most commonly communicated with by email. Which Word feature would she use?

\_\_\_\_\_7. Sally 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. Which option should she choose?

\_\_\_\_\_8. What is the name of the pane that displays a step-by-step progression that guides a user through the creation of a mail merge?

\_\_\_\_\_9. Joan is creating a new mail merge envelope to use in sending a letter to her customers. Which Word feature should she use for a predefined format of the mailing address for each of her customers?

\_\_\_\_\_10. Ivan needs to send a letter to all of his customers. He has combined the letter he wrote with his customer list. What has been created?

\_\_\_\_\_11. What are the field names that are linked to the data source in a mail merge document?

1. Address Block
2. Address Block
3. Edit individual letters
4. Mail Merge Task Pane
5. Match Fields
6. Merge Document
7. Merge fields
8. Merge Fields
9. My Data Sources folder
10. Select From Outlook Contacts
11. Type New List

**1.12**

\_\_\_\_\_1. Aubrey is typing a 10 page research paper for her Business Law Class on the branches of the US government. She opened the file on the legislative branch heading of her paper. This file is an example of:

\_\_\_\_\_2. Kash is typing a 20 page research paper for his Entrepreneurship Class on the Forms of Business Ownership. He decides to change the organization of the paper. Which view would assist in performing this task?

\_\_\_\_\_3. Amelia, President of FBLA, is reviewing the minutes from the last meeting. She is in outline view and only wants to view the main headings. Which command would she use?

\_\_\_\_\_4. Terrance, Secretary of FBLA, is reviewing the minutes from the last meeting. He is in outline view and wants to view the main headings and subheadings. Which command would he use?

\_\_\_\_\_5. Kash is typing a 20 page research paper for his Entrepreneurship Class on the Forms of Business Ownership. What is the document called that organizes all of the heading sections, and contains the title page, thesis, introduction and works cited page?

\_\_\_\_\_6. Aubrey is typing a 10 page research paper for her Business Law Class on the branches of the US government. She decides to change the organization of the paper. Which view would assist in performing this task?

\_\_\_\_\_7. Amelia, President of FBLA, is working on her outline for the next meeting agenda. After reviewing the outline she decided that she needs to make the service project section more important than the individual community service activities. Which command would she choose?

\_\_\_\_\_8. Terrance, Secretary of FBLA, is reviewing the minutes from the last meeting. He is in outline view and only wants to view the main headings. Which command would he use?

\_\_\_\_\_9. Terrance, Secretary of FBLA, is working on his outline for the next meeting agenda. He decided upon review of his outline he needs to make the individual fundraising activities less important than the fundraising section. Which command would he choose?

\_\_\_\_\_10. Kash is typing a 20 page research paper for his Entrepreneurship Class on the Forms of Business Ownership. He has previously typed numerous research papers. He uses a shortcut of key to insert a preformatted title page. This is an example of a/an:

1. Collapse
2. Collapse
3. Demote
4. Expand
5. Macro
6. Master Document
7. Outline
8. Outline
9. Promote
10. Subdocument

**1.13**

\_\_\_\_\_1. Erin has written a business plan that she will be sharing with other members of FBLA across the country. She wants to make sure that she is listed as the author in the document. Which feature should she use?

\_\_\_\_\_2. Kash has created a document for his school's FBLA Officers to edit. What feature would he utilize to view which users make changes within the documents?

\_\_\_\_\_3. Erin has written a business plan that she will be sharing with other members of FBLA across the country. She wants to make sure that FBLA members who are using an older version of Microsoft Word will be able to view all of the content in the document. Which feature should she use?

\_\_\_\_\_4. Matthew has written a report on the history of North Carolina FBLA that he will be sharing with other members of FBLA across the country. He wants to make sure that he is listed as the author in the document. Which feature should he use?

\_\_\_\_\_5.Which area on the File tab has the command allowing a Microsoft Word document to be shared as a blog post?

\_\_\_\_\_6.Which command on the Review Ribbon limits how people edit or format specific parts of a document?

\_\_\_\_\_7. Dylan has created a FBLA document that users can access but not modify. Which feature would he utilize?

\_\_\_\_\_8. Kash has created a document that needs to be protected. Only certain users should be able to open the document. What option should be used to limit the access of the document to certain users?

\_\_\_\_\_9. Matthew has written a report on the history of North Carolina FBLA that he will be sharing with other members of FBLA across the country. He wants to make sure that the document doesn't contain any personal information before he sends it. Which feature should he use?

\_\_\_\_\_10. Michelle has created a document for her FBLA Officers. She would like for them to be able to view it and provide feedback. Which feature would she use?

\_\_\_\_\_11. Matthew has written a report on the history of North Carolina FBLA that he will be sharing with other members of FBLA across the country. He wants to make sure that FBLA members with disabilities will be able to view all of the content in the document. Which feature should he use?

1. Check Accessibility
2. Check Compatibility
3. Document Inspector
4. Document Properties
5. Document Properties
6. Encryption with password
7. Read-only document
8. Restrict documents with comments
9. Restrict Editing
10. Save & Send
11. Track Changes

**1.14**

\_\_\_\_\_1. Avery is writing a report for his Personal Finance class. His computer seems to be having power issues and keeps restarting. He decides to change the time of scheduled file back up feature from 10 to 5 minutes. Which command would he access to enable this change?

\_\_\_\_\_2. Jennifer is typing a report which contains numerous abbreviations of states. It would be helpful if each time she keyed a state abbreviation it would be capitalized. What command can she access to engage this process?

\_\_\_\_\_3. Alyse uses Word frequently to write memos at her job. She wants all of her documents to show formatting marks by default. Which area in backstage view should she use?

\_\_\_\_\_4. Jennifer, President of FBLA, is writing a document which contains numerous uses of the abbreviation of the term association as assoc. After each occurrence the next word is capitalized. What command can she use to prevent the application from automatically capitalizing after the abbreviated term?

\_\_\_\_\_5. Coleman uses Word frequently to create newsletters at her job. She wants to make sure that her name is shown as the author for all of her documents. Which area in backstage view should she use?

\_\_\_\_\_6. Alyse uses Word frequently to write memos at her job. As she works, she wants to be able to quickly open documents without going into backstage view. Which area in backstage view should she use to change this setting?

\_\_\_\_\_7. Jennifer is keying a list of ordinal numbers (1st, 2nd, 3rd). As she types, Word automatically changes the text portion of the ordinal numbers to superscript. Which feature is Word using to accomplish this?

\_\_\_\_\_8. Ann wants to use the insert key to control the overtype mode. Which backstage option should she choose?

\_\_\_\_\_9. Coleman uses Word frequently to create newsletters at her job. She wants to change the location where she would go to recover documents. Which area in backstage view should she use?

1. Advanced
2. AutoCorrect
3. AutoFormat
4. AutoRecover
5. Change Display Options
6. Change Save Options
7. Customize the Quick Access Toolbar
8. Exception
9. Personalize Word