

TEST NAME: **Word 9 Weeks Exam C**  
TEST ID: **1968247**  
GRADE: **09 - Ninth Grade - 12 - Twelfth Grade**  
SUBJECT: **Business**  
TEST CATEGORY: **My Classroom**

**10/25/17, Word 9 Weeks Exam C**

Student: \_\_\_\_\_  
Class: \_\_\_\_\_  
Date: \_\_\_\_\_

1. To save an existing document with a new file name or to save an existing document in a new location, which command is used?
  - C. Exit
  - D. Save As
  
2. 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?
  - A. Ctrl+S
  - B. Alt+S
  
3. Which hidden formatting symbol represents a tab stop in a document?
  - C. A black arrow pointing right
  - D. A single quotation mark
  
4. Which hidden formatting symbol represents a single space in a document?
  - A. A small black dot
  - B. A small dash
  
5. To store a new or existing file with the same name, which button is used?
  - B. Close
  - D. Save
  
6. What type of template is **most** appropriate for an FBLA Secretary to use to inform FBLA members of monthly club activities?
  - A. Chart
  - B. Newsletter

7. 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?
- A. Template
  - C. Macro
8. Which software program is a full-featured word processing program that allows users to create professional-looking documents and revise them easily?
- B. Windows
  - C. Word
9. Which Microsoft Word tab contains the Print command?
- A. File
  - B. Home
10. On the View Ribbon, which command allows the document to be viewed as it would appear in a multilevel outline?
- C. Outline
  - D. Web Layout
11. Which Editing group command is used to search for and replace specific text in a document?
- C. Replace
  - D. Locate
12. Sally wants to select the entire document that she is currently editing. What is the quickest way to select the document?
- B. Select All
  - C. Single-click

13. Which command on the Home Ribbon applies a shadow, glow, or reflection to selected text or paragraphs?
- A. Text Effects
  - B. Text Highlight Color
14. 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?
- B. Change Case
  - C. Superscript
15. What is the process of changing the way characters appear, both on screen and in print, to improve document readability?
- C. Character formatting
  - D. Document formatting
16. Which term defines the appearance and shape of the letters, numbers, and special characters in a document?
- B. Font
  - D. Format
17. Which commonly used shortcut keys or keyboard combination is used to apply bold formatting to selected text?
- A. Tab+B
  - D. Ctrl+B
18. To make text appear in a smaller font size below the middle point of the line, which character formatting effect is applied?
- C. Subscript
  - D. Italic

19. What is the default paragraph alignment for the Normal style in Microsoft Word?
- B. Left
  - D. Justified
20. What is the process of changing the appearance of a paragraph of text called?
- B. Paragraph formatting
  - C. Character formatting
21. What is a series of paragraphs, each beginning with a bullet character, called?
- B. Bulleted list
  - C. Unorganized list
22. Which refers to how the left and right edges of a paragraph align on a page?
- C. Position
  - D. Alignment
23. What is the amount of vertical space between the lines of text in a paragraph called?
- B. Document spacing
  - D. Line spacing
24. Which ribbon contains the command to change the preset margin settings in a Microsoft Word document?
- C. Page Layout
  - D. Review

25. What type of break is used to create a new section on the same page as the previous section?
- B. Line
  - C. Continuous
26. What is the default space between columns?
- C. 1.25 inch
  - D. 0.5 inch
27. Which refers to text that is arranged in alphabetic, numeric, or date order based upon the first character?
- C. Sorting
  - D. Ordering
28. Where is the command to insert a new table into a Microsoft Word document?
- B. Insert Ribbon, Tables group
  - C. Home Ribbon, Paragraph group
29. 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?
- A. Insert
  - B. Delete
30. Which ribbon group within the Insert Ribbon contains the commands that enable a user to insert common mathematical symbols or equations?
- A. Format
  - B. Symbols

31. What are the decorative lines used to surround a page or the elements on a page called?
- B. Outline
  - C. Page Border
32. What command on the Insert Ribbon creates a preformatted placeholder for text in a document?
- C. Hyperlink
  - D. Text box
33. To specify the exact style of the decorative lines used on a page, which dialog box is used?
- A. Line Style
  - B. Borders and Shading
34. What is the ghosted graphic that is displayed on top of or behind text in a document called?
- A. Watermark
  - B. Emblem
35. 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?
- B. Drop cap
  - C. Line starter
36. Which chart types are available in Microsoft Word?
- A. Bar, pie, line, and column
  - B. Column, line, circle, and bubble

37. Jordan inserted an image from his USB Drive into his science report. What did he insert?
- C. Picture
  - D. Print Screen
38. Which command is used to insert a picture file from a storage device into a document?
- C. Picture
  - D. Clip Art
39. Which command on the Picture Tools Format Ribbon is used to change the way text moves around a selected object?
- A. Position
  - B. Wrap Text
40. Which of the small, white circles surrounding a graphic allows a user to proportionately resize the graphic?
- B. Top
  - C. Corner
41. Which type of drawing object enables users to create shadowed, rotated, stretched, and wavy text effects?
- B. WordArt
  - C. DrawingArt
42. Nathan is designing an FBLA flyer and wants to draw a star. Which command would he use from the Insert Ribbon?
- B. Shape
  - C. WordArt

43. 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?
- A. Screenshot
  - C. Picture
44. Which command on the Insert Ribbon is used to select a part of a program window to insert into a file?
- C. Screen Clipping
  - D. Screen SnapShot
45. 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?
- C. Picture
  - D. Gradient
46. Sara inserted an arrow to point out information in a newsletter. Which object did she use?
- B. Shapes
  - D. WordArt
47. Which ribbon includes the command for inserting charts that illustrate or compare data?
- A. File
  - C. Insert