

### Question 1

Frequently used content or objects can be saved as what?

- A) Templates
- B) Building blocks
- C) Building objects
- D) Office objects

Answer: <https://biology-forums.com/index.php?topic=752174>

### Question 2

You can use Excel to organize records, financial transactions, and business information in the form of worksheets.

- A) True
- B) False

Answer: <https://biology-forums.com/index.php?topic=751637>

### Question 3

Using the scroll bar or scroll arrows to move the display repositions the insertion point.

- A) True
- B) False

Answer: <https://biology-forums.com/index.php?topic=751739>

### Question 4

Word's default is to print a single copy of an entire document.

- A) True
- B) False

Answer: <https://biology-forums.com/index.php?topic=751764>

### Question 5

Typically, you want to allow data entry in a field, while ensuring that the field itself cannot be changed or deleted.

- A) True
- B) False

Answer: <https://biology-forums.com/index.php?topic=752341>

### Question 6

A(n) \_\_\_\_\_ is a brief, parenthetical reference that is placed at the end of a sentence or paragraph.

Answer: <https://biology-forums.com/index.php?topic=751999>

### Question 7

When customizing the ribbon, to expand the view to display the groups within a tab, click the minus icon.

- A) True
- B) False

Answer: <https://biology-forums.com/index.php?topic=752442>

### Question 8

A(n) \_\_\_\_\_ is an underlying set of horizontal and vertical lines that determine the placement of major elements in a newsletter.

Answer: <https://biology-forums.com/index.php?topic=752116>

### Question 9

When in a form, pressing the Tab key allows you to edit the contents of the field.

- A) True
- B) False

Answer: <https://biology-forums.com/index.php?topic=752327>

### Question 10

Match each of the following terms to their meanings:

- I. Draft view
- II. Outline view
- III. Page Layout view

IV. Read Mode

V. Web Layout view

- A. Shows how a document will look when posted on the Internet
- B. Shows a lot of document space, but no margins, headers, footers, or other special features
- C. Text flows automatically between columns to make it easier to read.
- D. Closely resembles the way a document will look when it is printed
- E. Structural view of a document that can be collapsed or expanded as needed

Answer: <https://biology-forums.com/index.php?topic=751768>

### Question 11

You can save a document to \_\_\_\_\_, which is Word's Web-based storage site.

- A) Google drive
- B) iCloud
- C) OneDrive
- D) DropBox

Answer: <https://biology-forums.com/index.php?topic=751986>

### Question 12

What does IRM stand for?

- A) Information Rights Management
- B) Information Rights Managers
- C) Information Restricted Management
- D) Information Restricted Managers

Answer: <https://biology-forums.com/index.php?topic=752294>

### Question 13

By default, shapes are designed with a simple blue border and no fill.

- A) True
- B) False

Answer: <https://biology-forums.com/index.php?topic=752144>

### Question 14

Synchronous Scrolling can be turned off.

- A) True
- B) False

Answer: <https://biology-forums.com/index.php?topic=752240>

### Question 15

The \_\_\_\_\_ is a very large subset of the Internet.

Answer: <https://biology-forums.com/index.php?topic=752413>

### Question 16

A(n) \_\_\_\_\_ is a citation that appears at the conclusion of a document.

Answer: <https://biology-forums.com/index.php?topic=752001>

### Question 17

A tab stop can be removed by dragging it off the ruler.

- A) True
- B) False

Answer: <https://biology-forums.com/index.php?topic=751846>

### Question 18

What feature enables you to display two documents on the same screen?

- A) View Duplicate
- B) View Side by Side
- C) Split View
- D) View two pages

Answer: <https://biology-forums.com/index.php?topic=752175>

### Question 19

Word's \_\_\_\_\_ feature shows several authors simultaneously editing a document in Word or Word Online.

Answer: <https://biology-forums.com/index.php?topic=752019>

### Question 20

Match the following terms with their descriptions:

I. WordArt

II. SmartArt

III. Drop cap

IV. Text box

V. Pull quote

A. A visual representation of information that can be created to effectively communicate a list, process, or relationship

B. A rectangular object that contains text and that can display in any location within a document

C. A large capital letter at the beginning of a paragraph

D. A feature that creates a decorative text object that is especially useful for designing banners or headings

E. A phrase or sentence taken from an article to emphasize a key point

Answer: <https://biology-forums.com/index.php?topic=752150>