

BIM - Word Concepts Exam 1

- 1** When saving files, it is **NOT** beneficial to name them with a name that is representative of their content.

 - A** TRUE
 - B** FALSE
- 2** Which of the following is a formatted document that contains placeholder text?

 - F** Template
 - G** Pre-Fill
 - H** Place-Fill
 - J** Drag-and-Drop
- 3** Which ruler displays paragraph indents and tab stops?

 - A** Vertical Ruler
 - B** Horizontal Ruler
 - C** Diagonal Ruler
 - D** Transverse Ruler
- 4** Which tool fixes certain errors as you type?

 - F** AutoCorrect
 - G** Spell Check
 - H** Ribbon
 - J** AutoPlace
- 5** Which tool enlarges or reduces the size of the document in the document window?

 - A** Zoom Slider
 - B** Font Size
 - C** Enlarger/Reducer
 - D** Auto Size
- 6** Which tool displays the current number of pages and number of words in the document?

 - F** Word Bar
 - G** Ribbon
 - H** Editing Bar
 - J** Status Bar
- 7** Which tab includes buttons for formatting text?

 - A** View
 - B** Page Layout
 - C** Insert
 - D** Home
- 8** What is the file extension for Word documents created in the current release of Microsoft Word?

 - F** *.doc
 - G** *.docx
 - H** *.wrdx
 - J** *.wrd

- 9** Which ruler displays the settings for the top and bottom margins of the document?
- A** Vertical Ruler
 - B** Horizontal Ruler
 - C** Diagonal Ruler
 - D** Transverse Ruler
- 10** What is the name of the box that pops-up when you hover over a tool in Word?
- F** ScreenTip
 - G** ToolTip
 - H** HelpTip
 - J** TipTip
- 11** What is the keyboard shortcut to select all text in a document?
- A** [Alt] + A
 - B** [Ctrl] + A
 - C** [Ctrl] + E
 - D** [Shift] + T
- 12** What is the keyboard shortcut for copying selected text in a document?
- F** [Alt] + C
 - G** [Ctrl] + C
 - H** [Shift] + C
 - J** [Ctrl] + [Alt] + [Del]
- 13** What is the keyboard shortcut for pasting text from the system clipboard at the insertion point?
- A** [Alt] + P
 - B** [Alt] + V
 - C** [Ctrl] + P
 - D** [Ctrl] + V
- 14** What is the keyboard shortcut for cutting selected text from a document and placing it on the system clipboard?
- F** [Alt] + C
 - G** [Alt] + X
 - H** [Ctrl] + C
 - J** [Ctrl] + X
- 15** Which clipboard will store up to the last 24 items that were cut or copied?
- A** Office Clipboard
 - B** System Clipboard
 - C** Computer Clipboard
 - D** Document Clipboard

16 What is text or a graphic called that jumps the reader to a different location in a document or to a file or location on the internet?

- F** hyper-point
- G** hyperlink
- H** jump-point
- J** jumplink

17 When formatting marks are being displayed, what is indicated by an arrow?

- A** tab
- B** space
- C** paragraph
- D** carriage return

18 When formatting marks are being displayed, what is indicated by a dot?

- F** tab
- G** space
- H** bold text
- J** edited text

19 Read the following line:

The street that I live on is North West St. I think I live on the best street in town - or the state!

I want to replace the 10th word in the line (St) with the word Street automatically. Which tool would I use to ensure that I only change that one instance of the letters s and t being next to each other, but leave all of the other instances alone?

- A** Find & Replace - Whole Words Only
- B** Find & Replace
- C** Search & Change - Whole Words Only
- D** Search & Change

20 What is the keyboard shortcut to undo the last action you performed?

- F** [Ctrl] + A
- G** [Ctrl] + S
- H** [Ctrl] + U
- J** [Ctrl] + Z

21 A unit of measure that is equal to $\frac{1}{72}$ of an inch is called a what?

- A** point
- B** tiny
- C** pint
- D** toly

- 22** What is the definition of a bullet in a document?
- F** A character that appears at the beginning of a paragraph to add emphasis.
 - G** A circle that appears at the start of each line of text to add style to a document.
 - H** A shape that appears at the beginning of a formatted line of text to add emphasis.
 - J** A null character that appears at the beginning of a stylized line of text to add style to a document.
- 23** Which type of image is one that is inserted as part of a line of text?
- A** Inline Graphic
 - B** Floating Graphic
 - C** Wrapped Graphic
 - D** Boxed Graphic
- 24** Which type of image is one that has had text wrapping applied to it?
- F** Inline Graphic
 - G** Floating Graphic
 - H** Wrapped Graphic
 - J** Circled Graphic

- 25** What is Calibri?
- A** A Font
 - B** A Style
 - C** An Italian Dish
 - D** A Character Format
- 26** What is the most precise way to increase the amount of white space between two paragraphs?
- F** Change the font size
 - G** Change the before or after paragraph spacing
 - H** Change the line spacing in the paragraphs
 - J** Change the alignment of the paragraphs
- 27** Which dialog box is used to change the tab stop leaders?
- A** Font > Tabs
 - B** Editing > Tabs
 - C** Alignment > Tabs
 - D** Paragraph > Tabs
- 28** Which alignment style aligns a paragraph with **both** the right and left margins.
- F** forced
 - G** justify
 - H** stretch
 - J** align

- 29** Which dialog box is used to set selected text to Small Caps?
- A** Paragraph
 - B** Font
 - C** Capitalization
 - D** Formatting
- 30** Which style of indentation indents all lines of a paragraph **EXCEPT** the first line?
- F** First Line Indent
 - G** Negative Indent
 - H** Inverse Indent
 - J** Hanging Indent