

**MULTIPLE CHOICE. Choose the one alternative that best completes the statement or answers the question.**

- 1) The spaces between the text and the top, bottom, left, and right edges of the paper are the \_\_\_\_\_.
- A) justifications
  - B) alignments
  - C) margins
  - D) indents

Answer: C

Diff: 1 Type: MC

Skill: 1: Set Document Margins

- 2) The Margins button is found in the Margins group on the \_\_\_\_\_ tab.
- A) Layout
  - B) Insert
  - C) Page Setup
  - D) Document Elements

Answer: A

Diff: 3 Type: MC

Skill: 1: Set Document Margins

- 3) Margins can be set by either typing in the desired value or using the \_\_\_\_\_.
- A) spin arrows
  - B) align menu
  - C) horizontal scroll bar
  - D) vertical scroll bar

Answer: A

Diff: 2 Type: MC

Skill: 1: Set Document Margins

- 4) A document printed using \_\_\_\_\_ orientation is taller than it is wide.
- A) portrait
  - B) landscape
  - C) paragraph
  - D) justified

Answer: A

Diff: 2 Type: MC

Skill: 1: Set Document Margins

- 5) Using \_\_\_\_\_ orientation causes the document to have a page width greater than its page height.
- A) justified
  - B) landscape
  - C) rotated
  - D) portrait

Answer: B

Diff: 2 Type: MC

Skill: 1: Set Document Margins

- 6) \_\_\_\_\_ are the positions of paragraph lines in relation to the page margin.
- A) Line spacing
  - B) Justifications
  - C) Indents
  - D) Paragraph spacing

Answer: C

Diff: 1 Type: MC

Skill: 2: Align Text and Set Indents

- 7) The orientation of the left or right edges of the paragraph, in relation to the left or right margin is called:
- A) horizontal alignment.
  - B) spacing.
  - C) portrait orientation.
  - D) landscape orientation.

Answer: A

Diff: 2 Type: MC

Skill: 2: Align Text and Set Indents

- 8) Paragraphs with text aligned flush with both the left and right margin are said to be \_\_\_\_\_.
- A) justified
  - B) aligned right
  - C) centered
  - D) spaced

Answer: A

Diff: 2 Type: MC

Skill: 2: Align Text and Set Indents

- 9) Which of the following is NOT an alignment button in the Paragraph group?
- A) Justify
  - B) Center Text
  - C) Align Text Right
  - D) Full Text Align

Answer: D

Diff: 3 Type: MC

Skill: 2: Align Text and Set Indents

- 10) The \_\_\_\_\_ is the location of the beginning of the first line of the paragraph in relationship with the left edge of the remainder of the paragraph.
- A) top line justification
  - B) paragraph justification
  - C) first line justification
  - D) first line indent

Answer: D

Diff: 2 Type: MC

Skill: 2: Align Text and Set Indents

11) The vertical distance between lines of text in a paragraph is called

- A) justification.
- B) line spacing.
- C) indention.
- D) paragraph spacing.

Answer: B

Diff: 2 Type: MC

Skill: 3: Modify Line and Paragraph Spacing

12) \_\_\_\_\_ spacing is the vertical distance above and below each paragraph.

- A) Marginal
- B) Line
- C) Justification
- D) Paragraph

Answer: D

Diff: 1 Type: MC

Skill: 3: Modify Line and Paragraph Spacing

13) Inserting a(n) \_\_\_\_\_ break into a paragraph moves the remainder of the paragraph to the next line while keeping both lines in the current paragraph.

- A) manual page
- B) manual line
- C) automatic page
- D) manual paragraph

Answer: B

Diff: 2 Type: MC

Skill: 3: Modify Line and Paragraph Spacing

14) Inserting a manual \_\_\_\_\_ break moves the text that follows it to the next page.

- A) paragraph break
- B) page
- C) column
- D) line

Answer: B

Diff: 2 Type: MC

Skill: 3: Modify Line and Paragraph Spacing

15) Double-spacing is accomplished by setting line spacing to:

- A) 1.5
- B) 4.0
- C) 1.0
- D) 2.0

Answer: D

Diff: 1 Type: MC

Skill: 3: Modify Line and Paragraph Spacing

16) \_\_\_\_\_ means that no extra space is added between lines of text.

- A) Justification
- B) Double-spacing
- C) Single-spacing
- D) Indentation

Answer: C

Diff: 1 Type: MC

Skill: 3: Modify Line and Paragraph Spacing

17) The \_\_\_\_\_ can be used to quickly copy formatting from one place to another.

- A) Find and Replace button
- B) Format Painter
- C) Text Painter
- D) Copy and Paste button

Answer: B

Diff: 2 Type: MC

Skill: 4: Format Text Using Format Painter

18) The Format Painter is found on the \_\_\_\_\_.

- A) Status bar
- B) Home tab
- C) Layout tab
- D) Standard toolbar

Answer: D

Diff: 3 Type: MC

Skill: 4: Format Text Using Format Painter

19) The Format Painter is turned off by clicking the \_\_\_\_\_ key.

- A) esc
- B) command
- C) shift
- D) control

Answer: A

Diff: 2 Type: MC

Skill: 4: Format Text Using Format Painter

20) The Search box displays on the \_\_\_\_\_.

- A) Standard toolbar
- B) Review tab
- C) Home tab
- D) Status bar

Answer: A

Diff: 2 Type: MC

Skill: 5: Find and Replace Text

21) The results of doing a Find are displayed in \_\_\_\_\_.

- A) the Review pane
- B) red underlining
- C) the Find dialog
- D) yellow highlighting

Answer: D

Diff: 1 Type: MC

Skill: 5: Find and Replace Text

22) The \_\_\_\_\_ command is used to quickly locate a word or phrase within a document.

- A) Look
- B) Locate
- C) Scan
- D) Find

Answer: D

Diff: 1 Type: MC

Skill: 5: Find and Replace Text

23) Clicking the \_\_\_\_\_ button allows the user to find, and then change words or phrases within the document.

- A) Search and Substitute
- B) Find and Substitute
- C) Find and Replace
- D) Search and Replace

Answer: C

Diff: 1 Type: MC

Skill: 5: Find and Replace Text

24) When using Find, you type the word or phrase you are trying to find into the \_\_\_\_\_.

- A) Locate pane
- B) Search pane
- C) Locate box
- D) Search box

Answer: D

Diff: 3 Type: MC

Skill: 5: Find and Replace Text

25) To change a desired word, the target word and the replacement word are entered in the \_\_\_\_\_.

- A) Find and Replace task pane
- B) Review dialog
- C) Review pane
- D) Find and Replace dialog

Answer: A

Diff: 3 Type: MC

Skill: 5: Find and Replace Text

26) A \_\_\_\_\_ list is a list of items with each term introduced by a symbol.

- A) justified
- B) bulleted
- C) numbered
- D) sorted

Answer: B

Diff: 1 Type: MC

Skill: 6: Create Bulleted and Numbered Lists

27) A \_\_\_\_\_ list is a list of items introduced by a consecutive number or letter.

- A) justified
- B) sorted
- C) bulleted
- D) numbered

Answer: D

Diff: 2 Type: MC

Skill: 6: Create Bulleted and Numbered Lists

28) The Bulleted List button is found in the \_\_\_\_\_ group on the Home tab.

- A) Editing
- B) Paragraph
- C) Styles
- D) Themes

Answer: B

Diff: 3 Type: MC

Skill: 6: Create Bulleted and Numbered Lists

29) If you want the date and time placed in a header or footer to be updated every time the document is opened, you must make sure the \_\_\_\_\_ check box is selected.

- A) Update Calendar
- B) Update automatically
- C) Set clock
- D) Update clock

Answer: B

Diff: 3 Type: MC

Skill: 7: Insert and Format Headers and Footers

30) A(n) \_\_\_\_\_ is a reference placed at the bottom of the page.

- A) endnote
- B) citation
- C) bibliography
- D) footnote

Answer: D

Diff: 2 Type: MC

Skill: 8: Insert and Modify Footnotes

31) A(n) \_\_\_\_\_ is a reference placed at the end of a section or a document.

- A) bibliography
- B) citation
- C) footnote
- D) endnote

Answer: D

Diff: 2 Type: MC

Skill: 8: Insert and Modify Footnotes

32) The Footnote button is located in the Citations group on the \_\_\_\_\_ tab.

- A) Document Elements
- B) Review
- C) Insert
- D) Layout

Answer: A

Diff: 3 Type: MC

Skill: 8: Insert and Modify Footnotes

33) A(n) \_\_\_\_\_ is a note in the document that refers the reader to a source in the bibliography.

- A) bulletin
- B) endnote
- C) citation
- D) report

Answer: C

Diff: 2 Type: MC

Skill: 9: Add Citations

34) A(n) \_\_\_\_\_ is a list of sources referenced in a report.

- A) endnote
- B) citation
- C) bibliography
- D) footnote

Answer: C

Diff: 2 Type: MC

Skill: 10: Create Bibliographies

35) Which of the following is NOT another title for a bibliography?

- A) Works Cited
- B) References
- C) Sources
- D) Resources

Answer: D

Diff: 3 Type: MC

Skill: 10: Create Bibliographies

- 36) A \_\_\_\_\_ indent is where the first line of the paragraph extends to the left of the rest of the paragraph.
- A) landscape
  - B) justified
  - C) portrait
  - D) hanging

Answer: D

Diff: 2 Type: MC

Skill: 10: Create Bibliographies

- 37) The Bibliography button is in the \_\_\_\_\_ group on the Document Elements tab.
- A) Sources
  - B) References
  - C) Bibliography
  - D) Citations

Answer: B

Diff: 3 Type: MC

Skill: 10: Create Bibliographies

- 38) The Word feature \_\_\_\_\_ can automatically replace a misspelled word entered as *teh* to *the*.
- A) AutoFix
  - B) AutoCorrect
  - C) Spell Check
  - D) AutoFormat

Answer: B

Diff: 2 Type: MC

Skill: 11: Record AutoCorrect Entries

- 39) \_\_\_\_\_ can be used to create shortcuts for commonly used phrases.
- A) Spell check
  - B) Grammar check
  - C) AutoCorrect
  - D) Live Preview

Answer: C

Diff: 2 Type: MC

Skill: 11: Record AutoCorrect Entries

- 40) The \_\_\_\_\_ feature in Word allows you to start typing a numbered list and the program will automatically add numbers and formatting to the list as you type.
- A) List Preview
  - B) AutoFix
  - C) AutoCorrect
  - D) AutoFormat

Answer: D

Diff: 2 Type: MC

Skill: 12: Use AutoFormat to Create Numbered Lists



- 41) Choosing \_\_\_\_\_ from the displayed menu allows the user to have a second list, separated by text , that picks up the numbering of the first list.
- A) Additional Numbering
  - B) Continue Numbering
  - C) More Numbers
  - D) Increase Numbering

Answer: B

Diff: 3 Type: MC

Skill: 13: Format and Customize Lists

- 42) If you increase the indentation of an item in a list, you move it to another \_\_\_\_\_.
- A) tier
  - B) level
  - C) row
  - D) column

Answer: B

Diff: 2 Type: MC

Skill: 13: Format and Customize Lists

- 43) Information about a document such as the name of the document author, the file name, and keywords are called document \_\_\_\_\_.
- A) memos
  - B) citations
  - C) properties
  - D) notes

Answer: C

Diff: 2 Type: MC

Skill: 14: Manage Document Properties

- 44) You add properties, or property information, and view or update existing document properties in the \_\_\_\_\_.
- A) Save As dialog
  - B) Permissions area
  - C) Document Information Panel
  - D) Properties dialog

Answer: D

Diff: 2 Type: MC

Skill: 14: Manage Document Properties

**SHORT ANSWER. Write the word or phrase that best completes each statement or answers the question.**

- 45) The spaces between text and the top, bottom, left, and right edges of the paper are called \_\_\_\_\_.

Answer: margins

Diff: 2 Type: SA

Skill: 1: Set Document Margins

- 46) Documents printed using \_\_\_\_\_ orientation are taller than they are wide.

Answer: portrait

Diff: 2 Type: SA

Skill: 1: Set Document Margins

- 47) The page orientation in which the page width is greater than the page height is called \_\_\_\_\_.  
Answer: landscape  
Diff: 2 Type: SA  
Skill: 1: Set Document Margins
- 48) A(n) \_\_\_\_\_ is the position of a paragraph line in relation to the page margin.  
Answer: indent  
Diff: 2 Type: SA  
Skill: 2: Align Text and Set Indents
- 49) A paragraph's \_\_\_\_\_ alignment is the orientation of the left and right edges of the paragraph to the margins.  
Answer: horizontal  
Diff: 2 Type: SA  
Skill: 2: Align Text and Set Indents
- 50) If the text of a paragraph is aligned flush with both the left and right margins, the paragraph is said to be \_\_\_\_\_.  
Answer: justified  
Diff: 2 Type: SA  
Skill: 2: Align Text and Set Indents
- 51) The first line \_\_\_\_\_ is the location of the beginning of the first line of the paragraph in relationship with the left edge of the rest of the paragraph.  
Answer: indent  
Diff: 2 Type: SA  
Skill: 2: Align Text and Set Indents
- 52) The vertical distance between lines in a paragraph is called \_\_\_\_\_ spacing.  
Answer: line  
Diff: 2 Type: SA  
Skill: 3: Modify Line and Paragraph Spacing
- 53) The vertical distance above and below each paragraph is called \_\_\_\_\_ spacing.  
Answer: paragraph  
Diff: 2 Type: SA  
Skill: 3: Modify Line and Paragraph Spacing
- 54) If a document is typed using \_\_\_\_\_-spacing, the equivalent of a blank line of text displays between each line of text.  
Answer: double  
Diff: 2 Type: SA  
Skill: 3: Modify Line and Paragraph Spacing
- 55) To quickly copy the text formatting from one place to another, use the \_\_\_\_\_ Painter.  
Answer: Format  
Diff: 2 Type: SA  
Skill: 4: Format Text Using Format Painter

56) \_\_\_\_\_ the Format Painter button causes it to remain on until you turn it off.

Answer: Double-clicking

Diff: 2 Type: SA

Skill: 4: Format Text Using Format Painter

57) The \_\_\_\_\_ command can be used to locate a word or phrase within a document.

Answer: Find

Diff: 1 Type: SA

Skill: 5: Find and Replace Text

58) A(n) \_\_\_\_\_ list introduces each item in the list with a symbol such as a small circle or a check mark.

Answer: bulleted

Diff: 2 Type: SA

Skill: 6: Create Bulleted and Numbered Lists

59) A(n) \_\_\_\_\_ list is used when the items in the list represent a series of definite steps.

Answer: numbered

Diff: 1 Type: SA

Skill: 6: Create Bulleted and Numbered Lists

60) Headers and footers can contain \_\_\_\_\_, such as file names or the current date.

Answer: fields

Diff: 2 Type: SA

Skill: 7: Insert and Format Headers and Footers

61) A reference placed at the bottom of the page is called a(n) \_\_\_\_\_.

Answer: footnote

Diff: 2 Type: SA

Skill: 8: Insert and Modify Footnotes

62) A(n) \_\_\_\_\_ is a reference placed at the end of a section or document.

Answer: endnote

Diff: 2 Type: SA

Skill: 8: Insert and Modify Footnotes

63) \_\_\_\_\_ are used to provide supplemental information that does not fit well in the document.

Answer: Footnotes

Diff: 2 Type: SA

Skill: 8: Insert and Modify Footnotes

64) A(n) \_\_\_\_\_ is a note in the document that refers the reader to a source in the bibliography.

Answer: citation

Diff: 2 Type: SA

Skill: 9: Add Citations

- 65) A(n) \_\_\_\_\_ is a list of sources referenced in a report and is listed on a separate page at the end of the report.  
Answer: bibliography  
Diff: 2 Type: SA  
Skill: 10: Create Bibliographies
- 66) A \_\_\_\_\_ indent is where the first line of the paragraph extends to the left of the rest of the paragraph.  
Answer: hanging  
Diff: 2 Type: SA  
Skill: 10: Create Bibliographies
- 67) The bibliography should begin about \_\_\_\_\_ inches from the top of the page.  
Answer: two  
Diff: 3 Type: SA  
Skill: 10: Create Bibliographies
- 68) The \_\_\_\_\_ feature in Word corrects common spelling errors as the user types.  
Answer: AutoCorrect  
Diff: 2 Type: SA  
Skill: 11: Record AutoCorrect Entries
- 69) From the \_\_\_\_\_ option, the user can turn automatic numbering off.  
Answer: AutoCorrect  
Diff: 2 Type: SA  
Skill: 12: Use AutoFormat to Create Numbered Lists
- 70) When typing a list with automatic numbering turned on, press the \_\_\_\_\_ button twice to turn automatic numbering off.  
Answer: enter  
Diff: 2 Type: SA  
Skill: 12: Use AutoFormat to Create Numbered Lists
- 71) Increasing the \_\_\_\_\_ of a list causes the list to move to the right.  
Answer: indent  
Diff: 2 Type: SA  
Skill: 13: Format and Customize Lists
- 72) Information about a document such as the name of the document author, the file name, and keywords are examples of the document \_\_\_\_\_.  
Answer: properties  
Diff: 2 Type: SA  
Skill: 14: Manage Document Properties
- 73) The \_\_\_\_\_ dialog is where the user can add properties or property information and view and update existing document properties.  
Answer: Properties  
Diff: 2 Type: SA  
Skill: 14: Manage Document Properties

**TRUE/FALSE. Write 'T' if the statement is true and 'F' if the statement is false.**

74) The left and right margins must be adjusted simultaneously.

Answer: True  False

Diff: 3 Type: TF

Skill: 1: Set Document Margins

75) Each of the margins can be adjusted independently of the other margins.

Answer:  True  False

Diff: 1 Type: TF

Skill: 1: Set Document Margins

76) All of the formatting options found in the Page Setup dialog are also available on the Ribbon.

Answer: True  False

Diff: 3 Type: TF

Skill: 1: Set Document Margins

77) Portrait orientation means that the printed page is wider than it is tall.

Answer: True  False

Diff: 2 Type: TF

Skill: 1: Set Document Margins

78) Clicking the Center button aligns the paragraph text so that it is aligned flush with both the left margin and the right margin.

Answer: True  False

Diff: 2 Type: TF

Skill: 2: Align Text and Set Indents

79) Indents are the position of paragraph lines in relation to the page margins.

Answer:  True  False

Diff: 2 Type: TF

Skill: 2: Align Text and Set Indents

80) If line spacing is set to 2.0, there are two lines between each line of text.

Answer: True  False

Diff: 3 Type: TF

Skill: 3: Modify Line and Paragraph Spacing

81) Text with line spacing set to 1.0 is easier to read than text with line spacing set to 1.5.

Answer: True  False

Diff: 3 Type: TF

Skill: 3: Modify Line and Paragraph Spacing

82) Text formatting can be copied quickly from one place to another using the Format Painter.

Answer:  True  False

Diff: 2 Type: TF

Skill: 4: Format Text Using Format Painter

- 83) Double-clicking the Format Painter allows the user to use it on multiple items.  
Answer:  True  False  
Diff: 3 Type: TF  
Skill: 4: Format Text Using Format Painter
- 84) The Format Painter is turn off by clicking the Undo button.  
Answer: True  False  
Diff: 2 Type: TF  
Skill: 4: Format Text Using Format Painter
- 85) The Find command will not locate your search string if it is part of another word in the document.  
Answer: True  False  
Diff: 3 Type: TF  
Skill: 5: Find and Replace Text
- 86) If you do not specify any Find and Replace settings, then the replaced text will retain the capitalization used in the original word or phrase.  
Answer:  True  False  
Diff: 3 Type: TF  
Skill: 5: Find and Replace Text
- 87) A bulleted list is the best way to indicate chronological order.  
Answer: True  False  
Diff: 3 Type: TF  
Skill: 6: Create Bulleted and Numbered Lists
- 88) Dragging text treats the text as if it had been cut and pasted.  
Answer:  True  False  
Diff: 3 Type: TF  
Skill: 6: Create Bulleted and Numbered Lists
- 89) If an item in a numbered list is moved to a new location in the list, you must renumber the items.  
Answer: True  False  
Diff: 3 Type: TF  
Skill: 6: Create Bulleted and Numbered Lists
- 90) In most business and research reports, the page number is not included on the first page.  
Answer:  True  False  
Diff: 3 Type: TF  
Skill: 7: Insert and Format Headers and Footers
- 91) Graphics cannot be placed in the header of a document.  
Answer: True  False  
Diff: 3 Type: TF  
Skill: 7: Insert and Format Headers and Footers

- 92) You can insert the date and time into a document's footer and have the date and time updated every time the document is opened.  
Answer:  True  False  
Diff: 3 Type: TF  
Skill: 7: Insert and Format Headers and Footers
- 93) When a footnote is entered into a document, a line is automatically inserted to separate the footnote area from the document text.  
Answer:  True  False  
Diff: 2 Type: TF  
Skill: 8: Insert and Modify Footnotes
- 94) Footnotes are placed in a section at the end of the document.  
Answer:  True  False  
Diff: 2 Type: TF  
Skill: 8: Insert and Modify Footnotes
- 95) Most style manuals call for the footnote text to be smaller than the document text.  
Answer:  True  False  
Diff: 3 Type: TF  
Skill: 8: Insert and Modify Footnotes
- 96) Footnotes in a Word document can only be labeled with numbers.  
Answer:  True  False  
Diff: 3 Type: TF  
Skill: 8: Insert and Modify Footnotes
- 97) A citation is a note in the document that refers the reader to a source in the bibliography.  
Answer:  True  False  
Diff: 2 Type: TF  
Skill: 9: Add Citations
- 98) Many business reports use an abbreviated citation, which contains the author's last name, the year of publication, and the page number.  
Answer:  True  False  
Diff: 3 Type: TF  
Skill: 9: Add Citations
- 99) In a hanging indent, the first line of the paragraph is indented farther to the right than the rest of the paragraph.  
Answer:  True  False  
Diff: 2 Type: TF  
Skill: 10: Create Bibliographies
- 100) AutoCorrect can be used to create shortcuts for commonly used phrases.  
Answer:  True  False  
Diff: 2 Type: TF  
Skill: 11: Record AutoCorrect Entries

101) Continuous numbering does not continue from one list to a second list if there is other text between the lists.

Answer: True  False

Diff: 3 Type: TF

Skill: 13: Format and Customize Lists

102) Document properties for all Word files on a computer are stored in one special document.

Answer: True  False

Diff: 3 Type: TF

Skill: 14: Manage Document Properties

**MATCHING. Match the word(s) or phrase(s) with their meanings.**

103) Match the following terms to their meanings:

- |                        |  |
|------------------------|--|
| I. Footnote            | A. can contain text, graphics, or fields                   |
| II. Bibliography       | B. a note in a document that refers the reader to a source |
| III. Citation          | C. a list of sources referenced in a report                |
| IV. Endnote            | D. a reference placed at the bottom of the page            |
| V. Headers and footers | E. a reference placed at the end of a section or document  |

Answer: D, C, B, E, A

Diff: 2 Type: SA

Skill: Multiple Skills

104) Match the following terms to their meanings:

- |                        |   |
|------------------------|---|
| I. Line spacing        | A. the spaces between the text and the top, bottom, left and right edges of the paper |
| II. Margins            | B. equivalent of a blank line displays between each line of text                      |
| III. Paragraph spacing | C. vertical distance above and below each paragraph                                   |
| IV. Indents            | D. the position of paragraph lines in relation to the page margins                    |
| V. Double-spacing      | E. the vertical distance between lines of text in a paragraph                         |

Answer: E, A, C, D, B

Diff: 2 Type: SA

Skill: Multiple Skills

105) Match the following terms to their meanings:

- |                        |  |
|------------------------|--|
| I. Bulleted list       | A. a list of items each introduced by a symbol                                     |
| II. Numbered list      | B. the beginning location of the first paragraph line                              |
| III. First line indent | C. paragraph text aligned flush with the left and right margins                    |
| IV. Hanging indent     | D. a list of items each introduced by a number                                     |
| V. Justified lines     | E. the first paragraph line extends to the left past the remaining paragraph lines |

Answer: A, D, B, E, C

Diff: 2 Type: SA

Skill: Multiple Skills



106) Match the following terms to their meanings:

- |                       |  |
|-----------------------|--|
| I. Manual line break  | A. moves the remainder of the paragraph to a new line              |
| II. Manual page break | B. moves the text following it to a new page                       |
| III. Format Painter   | C. automatically replaces misspelled words as you type words       |
| IV. AutoFormat        | D. automatically adds numbers and formatting to a list as you type |
| V. AutoCorrect        | E. copies text formatting from one place to another                |

Answer: A, B, E, D, C

Diff: 2 Type: SA

Skill: Multiple Skills

- 1) C
- 2) A
- 3) A
- 4) A
- 5) B
- 6) C
- 7) A
- 8) A
- 9) D
- 10) D
- 11) B
- 12) D
- 13) B
- 14) B
- 15) D
- 16) C
- 17) B
- 18) D
- 19) A
- 20) A
- 21) D
- 22) D
- 23) C
- 24) D
- 25) A
- 26) B
- 27) D
- 28) B
- 29) B
- 30) D
- 31) D
- 32) A
- 33) C
- 34) C
- 35) D
- 36) D
- 37) B
- 38) B
- 39) C
- 40) D
- 41) B
- 42) B
- 43) C
- 44) D
- 45) margins
- 46) portrait
- 47) landscape

- 48) indent
- 49) horizontal
- 50) justified
- 51) indent
- 52) line
- 53) paragraph
- 54) double
- 55) Format
- 56) Double-clicking
- 57) Find
- 58) bulleted
- 59) numbered
- 60) fields
- 61) footnote
- 62) endnote
- 63) Footnotes
- 64) citation
- 65) bibliography
- 66) hanging
- 67) two
- 68) AutoCorrect
- 69) AutoCorrect
- 70) enter
- 71) indent
- 72) properties
- 73) Properties
- 74) FALSE
- 75) TRUE
- 76) FALSE
- 77) FALSE
- 78) FALSE
- 79) TRUE
- 80) FALSE
- 81) FALSE
- 82) TRUE
- 83) TRUE
- 84) FALSE
- 85) FALSE
- 86) TRUE
- 87) FALSE
- 88) TRUE
- 89) FALSE
- 90) TRUE
- 91) FALSE
- 92) TRUE
- 93) TRUE
- 94) FALSE
- 95) FALSE

- 96) FALSE
- 97) TRUE
- 98) TRUE
- 99) FALSE
- 100) TRUE
- 101) FALSE
- 102) FALSE
- 103) D, C, B, E, A
- 104) E, A, C, D, B
- 105) A, D, B, E, C
- 106) A, B, E, D, C