

Pretest

What You Should Know Before Taking Word Level 2

To get the most out of this class, you should have knowledge of the Microsoft Word program and Windows. The following questions are a self evaluation, which should help determine if you are ready for the class or should take a Word Level 1 class or in some other way learn the basic information required. You should know at least 20 of the 25 questions.

Question	Answer
1. Which key is used with the first letter of a command to access a drop-down menu?	
2. Which keys are used to move from field to field in a dialog box?	
3. (T/F) Text cannot be edited while in Print Preview.	
4. Which command sequence is used to move text?	
5. What is the command sequences used to save a file?	
6. (T/F) The command sequence used to close the document window is File, New.	
7. How can a file be retrieved from disk?	
8. (T/F) The Clipboard is used to hold text that has been <i>deleted</i> with the Edit, Copy command. This text can then be reinserted at a new location in the document.	
9. (T/F) The Edit, Paste command is used to insert text or graphics from the Clipboard at the location of the insertion point.	
10. (T/F) The process of selection is used to highlight text for moving, copying, deleting, and formatting.	
11. What is the command sequence used to make a hard copy of a document?	
12. What is the command sequence or button on the toolbar used to spell check a document?	
13. What is the command used to find text in a document?	
14. What command would you use to make repetitive replacements in a document?	

Question	Answer
15. (T/F) Formatting is changing the words in a document.	
16. (T/F) To format <i>characters</i> , the text must be selected before performing the format commands.	
17. (T/F) To format a <i>paragraph</i> , the entire paragraph must be selected before performing the format commands.	
18. What is the command sequence used to set the left and right page margins?	
19. How is a table inserted into a document?	
20. (T/F) Gridlines of a table must be formatted with borders in order to show when printed.	
21. (T/F) The Task Pane is used to access frequently used commands.	
22. What is the command sequence or keys used to create hard or manual page breaks before printing?	
23. Where do you tell Word to print a specific page?	
24. (T/F) Headers/footers are created to put titles, page numbers, dates, etc. across the top/bottom of every page in a document.	
25. What is the command sequence used to quickly move to a page in a multiple page document?	

Answer Sheet

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|-----------------------------------|--------------------------------|---|
| 1. ALT | 2. TAB | 3. True |
| 4. Edit, Cut | 5. File, Save or File, Save As | 6. False |
| 7. File, Open or Open button | 8. False | 9. True |
| 10. True | 11. File, Print | 12. Tools Spelling and Grammar or Spelling and Grammar button |
| 13. Edit, Find | 14. Edit, Replace | 15. False |
| 16. True | 17. False | 18. File, Page Setup |
| 19. with the Table button or menu | 20. True | 21. True |
| 22. CTRL ENTER | 23. Print dialog box | 24. True |
| 25. Edit, GoTo | | |