

# Pretest

## What You Should Know Before Taking Word Level 3

To get the most out of this class, you should have experience with Microsoft Word. 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 or Level 2 class or in some other way learn the required skills. You should know at least 12 of the 17 questions.

Question	Answer
1. What is necessary to do before the font formatting can be changed?	
2. What format command is used to change the line spacing of a document?	
3. What is the command sequence used to change the left and right page margins?	
4. What is the best command to use to be sure that a heading prints on the same page as the following paragraph? (a) CTRL ENTER (b) SHIFT ENTER (c) Format, Paragraph, Keep With Next (d) File, Page Setup, Section Start	
5. What is one command sequence (mouse, menu or keystrokes) to copy text from one location to another?	
6. What are some advantages of using a table rather than tabular columns?	
7. How is a table inserted into a document?	
8. How is the width of a column in a table changed?	
9. How is an additional row inserted at the end of a table? (a) Table, Insert Rows (b) ENTER (c) TAB	
10. What command is used to cause text to automatically print at the top or bottom of every page of a document?	
11. How is automatic page numbering added to a header or footer?	

Question	Answer
12. (T/F) File, Save can be used to save a second copy of a file with a different name.	
13. How is a page break inserted into a document?	
14. What is the purpose of a template?	
15. How can you store text to use again and again?	
16. How can an AutoText entry be changed?	
17. (T/F) The Normal style cannot be changed.	

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### Answer Sheet

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| 1. The text must be selected before the font format can be changed.                            | 2. Format, Paragraph, Spacing or CTRL 1, CTRL 2, CTRL 5   | 3. File, Page Setup  |
| 4. Format, Paragraph, Keep With Next   | 5. Edit, Copy and Edit, Paste; CTRL C and CTRL V; Copy button, Paste button.  | 6. Tables can: wrap text vertically down a column, have borders and shading, have mathematical formulas. |
| 7. Table, Insert Table or Table button or draw with the mouse.                                 | 8. Drag the column boundary or use Table, Column Width  | 9. Click in lower right cell, then TAB   |
| 10. View, Header and Footer  | 11. Click the Page Number button on the Header and Footer Toolbar   | 12. False. File, Save As must be used.   |
| 13. CTRL ENTER or Insert, Break  | 14. A template contains the default formatting for a new document, and can also store boilerplate text, AutoText, macros, and styles. | 15. Insert, AutoText.  |
| 16. Insert the AutoText entry into a document, modify the text, select, then Insert, AutoText. | 17. False--it can be changed.   |  |