

Pretest

What You Should Know Before Taking Word 2007 Level 3, Forms, Mail Merge

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 font formatting can be changed?	
2. What format command is used to change the line spacing of a document?	
3. What is the button 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) Paragraph dialog box launcher, Line and Page Breaks tab, Keep With Next (d) Page Setup, Section Start	
5. What is one method 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 Tools, Layout tab, Rows & Columns group, Insert Below button (b) ENTER (c) TAB	
10. What button is used to create 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. Where are Quick Parts managed?	
17. (T/F) The Normal style cannot be changed.	

Answer Sheet

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| 1. The text must be selected before the font format can be changed. | 2. Paragraph dialog box launcher, Line Spacing
Line Spacing button
CTRL 1, CTRL 2, CTRL 5 |
| 3. Page Layout tab, Page Setup group, Margins button | 4. Paragraph dialog box launcher, Line and Page Breaks tab, Keep With Next |
| 5. Home tab, Clipboard group
Copy button and Paste button
CTRL C and CTRL V
Right drag-and-drop
Shortcut menu, Copy and Paste | 6. Tables can:
Wrap text vertically down a column
Have borders and shading
Have mathematical formulas |
| 7. Insert tab, Tables group, Table button
Draw with the mouse. | 8. Drag the column boundary
Table Column Width button |
| 9. (a) Table Tools, Layout tab, Rows & Columns group, Insert Below button
(c) Click in lower right cell, then TAB | 10. Insert tab, Header & Footer group, Header button
Insert tab, Header & Footer group, Footer button |
| 11. Header and Footer Tools, Design tab, Header & Footer group, Page Number button | 12. False. File, Save As must be used. |
| 13. CTRL ENTER
Page Layout tab, Page Setup group, Breaks button | 14. A template contains the default formatting for a new document, and can also store boilerplate text, Quick Parts, macros, and styles. |
| 15. Insert tab, Text group, Quick Parts button | 16. In the Building Blocks Organizer |
| 17. False--it can be changed. | |