I agree to work independent and without help or assisting my fellow students. If I am caught cheating, I will accept the punishment deemed appropriate by Professor Sims and guidelines set forth by the Business Technology Department which includes but not limited to, a zero on the test for both parties. _____.

Student's Signature

(Circle Your Answer)

1) Which of the following is the space between the text and the top, bottom, left, and right edges of the page?

   A) line spacing   B) alignment   C) margin   D) indentation

2) Which of the following is the default line spacing in Microsoft Word 2010?
   A) 1.25   B) 1.15   C) 2.0.   D) 1.0.

3) A series of dots following a tab that serve to guide the reader's eye is a:
   A) Leader   B) Field   C) Shape   D) Formatting mark

4) The space between the text and top, bottom, left and right edges of the paper are referred to as:
   A) Alignment   B) Margins   C) Spacing   D) Borders

5) The formatting mark that represents a tab is a(n):
   A) series of oval dots   B) arrow   C) long dash   D) long bracket

6) A small toolbar with frequently used commands that displays when selecting text or objects is the:
   A) Mini toolbar   B) Medium toolbar   C) Document toolbar   D) Quick Access Toolbar

7) The Word feature that determines whether the next word in the line will fit within the established right margin is called:
   A) margin check.   B) wrapping.   C) wrap text.   D) wordwrap.

8) In Office 2010, a centralized space for file management tasks is:
   A) A task pane   B) A dialog box   C) Backstage   D) Status bar
                                                    view

9) Which key is used to move from cell to cell in a Word table?
   A) Enter   B) Spacebar   C) Backspace   D) Tab

10) New blank Word documents are created using the _____ template.
   A) Home   B) Blank   C) Normal   D) Start-up
                            Document

11) A green wavy line under text indicates a potential
   A) word usage   B) spelling error.   C) formatting   D) grammar
      error.   error.   error.

12) When you create a table the width of all cells in the table is:
   A) Proportional   B) 1 inch   C) Equal   D) 2 inches

13) A work with the same or similar meaning as another word is:
   A) A synonym   B) A search term   C) An acronym   D) antonym

14) To locate specific text in a document quickly, used the:
   A) Locate   B) Find   C) Replace   D) New
      command   Command   Command   Command

15) A document saved in HTML, which can be opened using a web browser, is a:
   A) Web page   B) Template   C) Resume   D) Cover letter

16) To indicate possible errors in word usage, Word flags text with:
   A) Blue wavy   B) Green wavy   C) Red wavy   D) Brown wavy
      underline   underline   underline   underline

17) To indicate words that might be misspelled because they are not in Words dictionary, Word
    flags text with:
   A) Green wavy   B) Teal wavy   C) Red wavy   D) Blue wavy
      underline   underline   underline   underline

18) Using drag-and-drop to move text is most useful when both the text and the destination are
    on the same:
   A) Document   B) Section   C) View State   D) Screen

19) Which line spacing is used for research papers and reports using MLA style?
A) 1.5-spaced
B) Double-spaced
C) Triple-spaced
D) Single-spaced

20) To position Works Cited entries onto a new page,
A) insert a manual page break.
B) insert a manual line break.
C) insert a section break.
D) press the Enter key

21) Which of the following would be an unlikely data source for a mail merge?
A) an Excel spreadsheet
B) an Access database
C) a Word table
D) a PowerPoint presentation

22) During a mail merge, which of the following statements is true regarding the data source?
A) Data sources must be based on Excel files.
B) Each column name becomes a field name.
C) Word saves the source material as a .wsm file.
D) Spaces in field names are replaced with a period.

23) Column text that is aligned to both the left and right margin is referred to as:
A) Centered
B) Justified
C) Tabbed
D) Indented

24) In mail merge, the document that contains the text or formatting that remains constant is that:
A) Data source
B) Mailing list
C) Main document
D) Home document

25) In mail merge, the list of variable information, such as names and addresses, that is merged with a main document to create customized form letters or labels is the:
A) Mailing list
B) Data source
C) Main document
D) Peter Pan