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Word 2007 Lesson 1 Worksheet

Multiple Choice
Identify the choice that best completes the statement or answers the question.

____ 1. Microsoft Word is an example of ____ software.
a. database
b. spreadsheet
c. word processing
d. presentation

____ 2. Which of the following is **not** a tab on the Word Ribbon?
a. Review
b. Zoom
c. Page Layout
d. View

____ 3. When you open Word, the first tab on the left is ____.
a. Office
b. View
c. Insert
d. Home

____ 4. Which of these buttons always causes a dialog box to open?
a.
b.
c.
d.

____ 5. Which of the following is **not** one of the screen displays available in Word?
a. Web View
b. Print Layout View
c. ScreenTip View
d. Full Screen View

____ 6. To switch to a different tab, ____.
a. select the Open button in the Office menu
b. click that tab
c. click the Save button
d. minimize the Ribbon

____ 7. Which of these must be selected in order for nonprinting characters to appear on the screen?
a.
b.
c.
d.

____ 8. Pressing ____ erases the character immediately to the left of the insertion point.
a. [CTRL]
b. [DELETE]
c. [BACKSPACE]
d. [ENTER]

____ 9. To undo a step you have just performed, press ____.
a. [CTRL]+[BACKSPACE]
b. [CTRL]+[DELETE]
c. [CTRL]+[U]
d. [CTRL]+[Z]

____ 10. Which key would you press to insert a single blank between two words?
a. [BACKSPACE]
b. [DELETE]
c. the spacebar
d. [ENTER]

____ 11. When you make changes to a document, for example by deleting a sentence, you are ____ the document.
a. editing
b. printing
c. opening
d. saving

____ 12. If you are at the end of a sentence and want to start a new paragraph, press ____.
a. [ENTER]
b. [DELETE]
c. the spacebar
d. the Show/Hide button

____ 13. Which of these buttons will let you leave Print Preview and return to your previous view?
a.
b.
c.
d.

____ 14. Which of the following is the paragraph mark?
a.
b.
c.
d.

____ 15. Which button would you click to open a new, blank document?
a.
b.
c.
d.

____ 16. To create a new folder, click ____.
a.
b.
c.
d.

____ 17. You can tell when text is selected because ____.
a. it is bolded
b. it has a wavy red line under it
c. it is in italics
d. it has a colored background

____ 18. Word wrap ____.
a. occurs automatically in Word
b. always occurs at the end of a paragraph
c. occurs only when you press [ENTER]
d. simplifies checking the spelling of words

____ 19. Which of the following is another name for the cursor?
a. arrow
b. I-pointer
c. Ribbon
d. QAT

____ 20. If a button ____, it cannot currently be used.
a. is bolded
b. is flashing
c. is dimmed
d. has a red background

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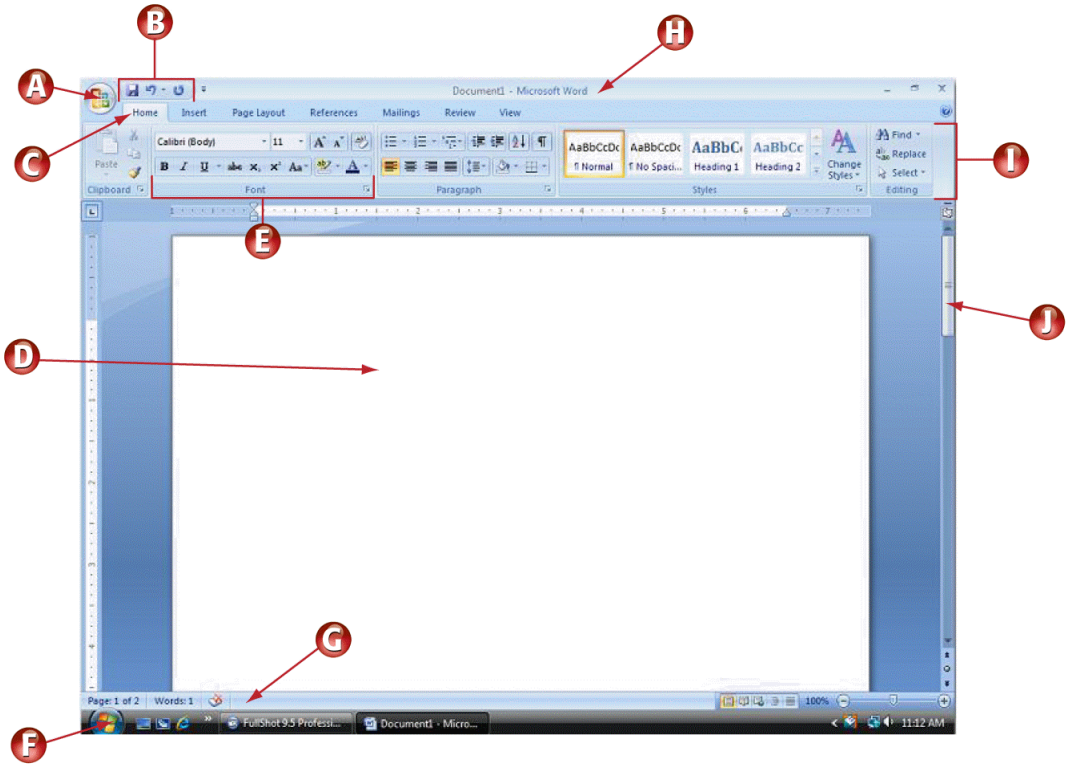
Matching

Match each item with the correct tool name.



a. A
b. B
c. C
d. D
e. E
f. F
g. G
h. H
i. I
j. J

____ 21. Scroll bar

____ 22. QAT

____ 23. Status bar

____ 24. Tab

____ 25. Office button

____ 26. Ribbon

____ 27. Document pane

____ 28. Start button

____ 29. Group

____ 30. Title bar

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Match each item with the correct tool name.

a.
b.
c.
d.
e.
f.
g.
h.
i.
j.

____ 31. Close button

____ 32. Format Painter button

____ 33. Undo button

____ 34. Help button

____ 35. Show/Hide button

____ 36. Zoom button

____ 37. Redo button

____ 38. Font Color button

____ 39. Full Screen Reading button

____ 40. Save button