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QUESTION: 1

You are spell checking a document and the spell checker stops at a correctly spelled word. What option can you select in the Spelling and Grammar dialog box so the spell checker places the word in the dictionary?

- A. Place in dictionary
- B. Add to dictionary
- C. Place
- D. Add

Answer: B

Explanation: Selecting the Add to Dictionary button adds the word to the dictionary so future occurrences of the word will not be picked up unless it is misspelled. Add is a good guess but this was used in previous versions of Word.

QUESTION: 2

Tia creates an Organizational Chart diagram on her document. The chart will consist of managers and assistant managers. What shape will she use to represent the assistant managers in relation to the managers?

- A. Co-Worker
- B. Assistant
- C. Subordinate
- D. Co-Assistant

Answer: C

Explanation: An organizational chart is a hierarchical structure which represents relationships between objects in an organization. Shapes (boxes) directly below other shapes are subordinate shapes. Assistant managers are subordinate to managers. Charts and diagrams are created by selecting Insert, Diagram on the menu bar.

QUESTION: 3

When inserting a date field into a Word document, what check box must be checked in the Date and Time dialog box so the date and time changes automatically?

- A. Update Automatically
- B. Update
- C. Change
- D. Change Automatically

Answer: A

Explanation: Placing a check mark in the Update Automatically check box when in the Date and Time dialog box will cause the date and time to update automatically. Select

Insert, Date and Time on the menu bar to insert a date and time field.

QUESTION: 4

Samantha has replaced the word Manager with the word Leader throughout her document using the Find and Replace feature. Upon inspection, she realizes that totally unrelated words like leadership have also been updated when they shouldn't have been. What option should Samantha have used when in the Find and Replace dialog box that would have avoided this situation?

- A. Use Wildcards
- B. Find All Word Forms
- C. Find Whole Words Only
- D. Match Case

Answer: C

Explanation: Although all answers are options in the dialog box, Find Whole Words Only is the correct answer. Selecting this option ensures that only the whole word is searched for and not parts of larger words like leadership. Select Edit, Replace on the menu bar to call up the Find and Replace dialog box.

QUESTION: 5

Gayle has copied data from an Excel spreadsheet. The data will be inserted into a Word document. She wants the numbers to update in her document if the spreadsheet numbers change. What menu bar paste method will she use to successfully accomplish this task?

- A. Edit, Paste
- B. Edit, Paste Special
- C. Edit, Paste Spreadsheet
- D. Edit, Paste Link

Answer: A

Explanation: She will select Edit, Paste Special on the menu bar. When the Paste Special dialog box opens, she will select the Microsoft Excel Worksheet Object from the As list window and she will select the Paste Link option button. Selecting the Paste Link button will link her spreadsheet data to the document and any updates made in Excel will reflect in the document.

QUESTION: 6

John has a ten-page document that contains two sections with different headers. He decides to remove the header from the second section and connect to the header in the first section. After he deletes the header in section 2, what button can he click on the Header and Footer toolbar to connect to the header in section 1?

- A. Same as Previous

- B. Same as Next
- C. Previous Section
- D. Same as Prior

Answer: A

Explanation: Clicking the Same as Previous button on the Header and Footer toolbar will link the section 1 header to section 2.

QUESTION: 7

Kyle is working on a ten-page document that is part of a larger document. His ten pages will be pages 21 through 30 in the larger document. What can he do to make sure the page numbers are proper when he is in the Page Number Format dialog box?

- A. Key 21 into the Start at field
- B. Key 30 into the Start at field
- C. Key 21 into the Begin page field
- D. Key 21 into the Number field

Answer: A

Explanation: To insert page numbers starting on a page other than 1, click Insert, Page Numbers on the menu bar. Select the Format button. Key the starting page number into the Start at field of the Page Number Format dialog box.