Microsoft Word Skills

Use this key to check answers and read the explanations.

1. Which feature gives the chapters in a Word document a consistent, structured heading level?
   - A. Apply the Heading 1 style
   - B. Make each title bold by hand
   - C. Add a bookmark to each page
   - D. Underline the first line of each chapter

   Correct answer: A. Apply the Heading 1 style
   A built-in heading style identifies a heading in the document structure and applies consistent formatting.

2. A document spells a supplier’s name incorrectly in several places. Which Word feature can find the old spelling and change it to the new spelling?
   - A. The Navigation pane’s Pages tab
   - B. Track Changes
   - C. Find and Replace
   - D. The Accessibility Checker

   Correct answer: C. Find and Replace
   Find and Replace searches for specified text and substitutes its replacement. Review matches individually if the original text has more than one use.

3. A new chapter should always start on the next page, even after edits to the previous chapter. What should you insert before it?
   - A. A soft line break
   - B. A page break
   - C. A row break inside a table
   - D. A footer

   Correct answer: B. A page break
   A manual page break moves the following content to the next page without depending on blank paragraphs.

4. In desktop Word for Windows, which view lets you jump directly to a body heading that uses a built-in heading style?
   - A. The page number format dialog
   - B. The list of tracked changes
   - C. The header and footer editor
   - D. The Headings tab in the Navigation pane

   Correct answer: D. The Headings tab in the Navigation pane
   The Headings tab lists styled body headings. Selecting one takes you to that part of the document.

5. An editor wants insertions and deletions to be visible for a writer to review. What should the editor turn on before editing?

A. Print Layout
B. Track Changes
C. Read Mode
D. Repeat Header Rows

Correct answer: B. Track Changes
Track Changes marks edits so collaborators can inspect and decide whether to keep each change.

6. A chart image communicates the result of a survey. Which Word feature lets an author describe its meaning for readers who cannot see it?

A. Alternative text
B. A hidden bookmark
C. Text wrapping
D. A section break

Correct answer: A. Alternative text
Alternative text gives a reader using assistive technology the relevant information carried by the image.

7. You want Word to flag likely accessibility problems before you send a document. Which tool should you use?

A. Navigation pane
B. Mail Merge
C. Find Next
D. Accessibility Checker

Correct answer: D. Accessibility Checker
The Accessibility Checker identifies potential issues, such as an informative image with missing alternative text.

8. A table flows naturally across several pages. How can you have its existing column headings appear at the top of every new page of that table?

A. Put the headings only in the last row
B. Insert a separate manual page break inside each table page
C. Set its first row to repeat as a header row
D. Use the table of contents to list the headings

Correct answer: C. Set its first row to repeat as a header row
Word can repeat a table’s leading header row when the table continues after an automatic page break.

9. An unstyled subheading keeps ending up alone at the bottom of a page. Which paragraph setting helps it stay on the same page as the opening paragraph below it?

A. Keep with next
B. Page break before
C. Match case
D. Repeat as header row

Correct answer: A. Keep with next
Keep with next joins that paragraph to the next one for pagination, so the two move together when they need more space.

10. After renaming a chapter heading, which table-of-contents update picks up the new title and any changed page numbers?

A. Insert a field into the heading
B. Update page numbers only
C. Turn on Track Changes
D. Update entire table

Correct answer: D. Update entire table
Updating the entire automatic table reads the current heading text and page numbers. The page-number-only update keeps the existing entry wording.

11. A portrait report needs one landscape page for a wide table, with the remaining pages in portrait. What gives you independent orientation for that page?

A. Resize the table’s text and change the page numbering
B. Insert ordinary page breaks and change the whole document’s orientation
C. Put the page in its own section using section breaks
D. Set the table header to repeat on each page

Correct answer: C. Put the page in its own section using section breaks
Page orientation can be set for a section. Section breaks isolate the wide table so the surrounding sections can retain portrait orientation.

12. A reviewer changes a setting so the document looks clean on screen, but the writer still needs to resolve each proposed edit. Which action actually decides whether a tracked insertion stays in the final text?

A. Switch to a view with no markup
B. Accept or reject that insertion
C. Hide revisions in balloons
D. Turn off tracking for future edits

Correct answer: B. Accept or reject that insertion
Display and tracking settings affect visibility or future editing. Accepting or rejecting a tracked change resolves the existing proposal.

13. A Word letter has the same body for every recipient but a personalized greeting. What should replace the typed example first name in the main document?

A. The document’s Heading 1 style
B. A comment containing the first recipient’s name
C. A hyperlink to the first letter
D. A first-name merge field from the recipient list

Correct answer: D. A first-name merge field from the recipient list
Word fills the merge field from the matching record for each recipient, so one main document can produce personalized letters.

14. A report’s chapter titles are set in large bold text. An automatic table of contents using the default styles leaves all of them out. What should you change first?

A. Give the chapter titles an appropriate built-in heading style
B. Create new bookmarks for page numbers only
C. Turn on Track Changes before updating the table
D. Switch from Print Layout to Read Mode

Correct answer: A. Give the chapter titles an appropriate built-in heading style
A heading’s visual size and weight do not define its outline level. Built-in heading styles give the standard automatic contents table the structure it uses.

15. The front matter of a report uses Roman numerals, and the first chapter must start with Arabic page number 1. Which setup allows that?

A. Put the chapter title in a text box on the first page
B. Use a standard page break and change the font of the page number
C. Start a new section at the chapter and set its page-number format and starting number
D. Use a single section and update the automatic contents table

Correct answer: C. Start a new section at the chapter and set its page-number format and starting number
A new section allows its own numbering format and start value. Set Arabic numbers and start at 1 for the main section.