Microsoft Word Skills

Choose one answer per question. Circle A, B, C, or D.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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