Each of the following statements is either true or false. Indicate your choices by circling T or F.

T  F  1. “Clear Formatting” was eliminated from the Styles and Formatting Task pane in Microsoft Word XP.
T  F  2. The AutoCorrect Option can only be accessed by clicking on a toolbar button or opening a dialog box.
T  F  3. In print layout view, you can quickly eliminate wasted space on the screen by hiding the white space at the top and bottom of a document.
T  F  4. Documents can’t be recovered if the program encounters an error or stops responding.
T  F  5. Office XP offers added protection against macro viruses if administrators remove Microsoft Visual Basic for Applications, when deploying office.
T  F  6. You can apply single underlining from the Formatting toolbar.
T  F  7. The Indent Markers on the ruler can change positions.
T  F  8. Changing margins using the rulers in Print Layout view does not affect the entire document.
T  F  9. Gutter margins are outside margins on a bound document.
T  F  10. Nonbreaking hyphens cannot be broken across two lines.
T  F  11. There are three ways to change margins in a document.
T  F  12. A clip art image inserted in a document can be sized, moved, formatted, and deleted.
T  F  13. With options from the AutoSize button, you can choose from a variety of pre-designed shapes to draw shapes in a document.
T  F  14. When a line is drawn using Microsoft Word, the length can’t be changed.
T  F  15. Using your mouse, you can right-click and delete a graphic.
T  F  16. Modifications made to a template will be reflected in all documents created with that template.
T  F  17. Word contains two types of Styles.
MS Word, Excel and Access Applications  
Pretest/Posttest for Class 1

Write the Answer in the space provided.

1. Which function key starts a spell check?

2. When you click the button on the AutoText toolbar that says New, which dialog box is opened?

3. What must you do to a word before using the Thesaurus?

4. Where can you start Grammar Check?

5. How is the Overtype Mode activated?

6. Which type of paragraph alignment adjusts spacing between words?
Write the Answer in the space provided.

7. If you click the Increase Indent button once, how far is selected text indented from the left margin?

8. What menu commands open the Bullets and Numbering dialog box?

9. What are the menu commands to create a hanging indent?

10. What menu commands change line spacing?

11. Write the menu commands to add borders to a paragraph.

12. How do you add a graphic image to a document?
Write the Answer in the space provided.

13. How do you add a copyright character to a document (©)?

14. How do you select several drawing objects and group the objects?

15. How do you create a 3-D rectangle?

16. How do you change the margins of a document?

17. How do you create a Style?