


# Reinforcement Activities For

## MOC 1—POWERPOINT AND WORD

I wish we were not in this situation, and that we were at school together. Since we are not, please complete one page/lesson of the attached packet per week day we are out of school. PowerPoint is not new learning, it is to review and reinforce what we have already learned in class. The Word pages are a preview of what we will learn when we return together.

For all of these, you may open PowerPoint or Word to try things and determine the answer, Google answers, or talk with friends. Once you record the answer, reread the prompt and answer so you retain that knowledge.

Enjoy this time with your family and stay healthy. Reach out to us at CP if you are in need. You may e-mail me at [kstudema@cloverpark.k12.wa.us](mailto:kstudema@cloverpark.k12.wa.us) as well. I am not sure what our staff schedule will be, I will check my e-mail regularly on the days we are working.

 Miss Studeman

# PowerPoint Lesson One

## Knowledge Assessment

### Matching

Match the term in Column 1 to its description in Column 2.

#### Column 1

1. Ribbon
2. Normal view
3. Current slide
4. Backstage view
5. Dialog box launcher

#### Column 2

- a. Includes the Slide, Notes, and Slides panes
- b. Displays commands for managing files
- c. The slide you are editing
- d. A Ribbon tool that opens a dialog box
- e. A large toolbar that presents tools in related groups

### True/False

Circle T if the statement is true or F if the statement is false.

- T F 1. If you need more room on the screen, you can hide the Ribbon.
- T F 2. When you start PowerPoint, the last presentation you worked on appears on the screen.
- T F 3. To close a dialog box without accepting any changes you may have made to it, click the Cancel button.
- T F 4. Backstage view gives you access to all of the PowerPoint design tools.
- T F 5. In Normal view, PowerPoint displays five different panes for viewing different aspects of your slides.

# PowerPoint Lesson Two

## Knowledge Assessment

### Matching

Match the term in Column 1 to its description in Column 2.

#### Column 1

1. Template
2. Handout
3. Layout
4. Thumbnail
5. Grayscale

#### Column 2

- a. A black-and-white printing mode that saves colored ink or toner
- b. A predefined arrangement of placeholders
- c. A small picture of a slide
- d. A predesigned presentation
- e. A printed copy of a presentation for audience use

### True/False

Circle T if the statement is true or F if the statement is false.

- T F 1. A new, blank presentation appears on your screen when you launch PowerPoint.
- T F 2. When you save a presentation for the first time, the Save As dialog box appears.
- T F 3. You can copy and paste content from most Windows applications into PowerPoint.
- T F 4. PowerPoint can print just the text of your slide without printing any graphics via an Outline layout.
- T F 5. If you use a printer that does not print in color, your slides will appear in grayscale when viewed in Print Preview.

# PowerPoint Lesson Three

## Knowledge Assessment

### Fill in the Blank

Fill in each blank with the term or phrase that best completes the statement.

1. A(n) \_\_\_\_\_ is a container for text on a slide.
2. A(n) \_\_\_\_\_ is a set of letters, numbers, and symbols in a specific style or design.
3. The \_\_\_\_\_ feature, when needed, shrinks the size of the text in a text box in order to fit it in the box.
4. A(n) \_\_\_\_\_ is a symbol that appears to the left of each paragraph in a list.
5. A(n) \_\_\_\_\_ object is text in the form of a graphic.

### Multiple Choice

Circle the correct answer.

1. You can select a different font from the \_\_\_\_\_ tab on the Ribbon.
  - a. Home
  - b. Font
  - c. Layout
  - d. Review
2. Most of PowerPoint's text placeholders automatically format text as a(n) \_\_\_\_\_ list.
  - a. numbered
  - b. bulleted
  - c. sorted
  - d. itemized
3. To apply a WordArt style to existing text on a slide, you must first:
  - a. format the text with a Quick Style
  - b. insert a text box
  - c. select the text
  - d. change the text's alignment
4. What does it mean when a word has a wavy red underline?
  - a. The word is inconsistently formatted compared to the surrounding text.
  - b. There is a grammar error.
  - c. The word is not in the dictionary.
  - d. The capitalization does not match that of the surrounding text.
5. A thesaurus enables you to look up synonyms and \_\_\_\_\_.
  - a. alternate spellings
  - b. antonyms
  - c. translations
  - d. pronunciations

# PowerPoint Lesson Four

## Knowledge Assessment

### Fill in the Blank

Fill in each blank with the term or phrase that best completes the statement.

1. A(n) \_\_\_\_\_ contains color, font, layout, and effect settings that you can apply to a presentation to change its appearance.
2. A slide's \_\_\_\_\_ determines the positioning and types of placeholders on it.
3. Text that repeats at the bottom of each slide is a(n) \_\_\_\_\_.
4. Underlined text on a slide usually means that the text is a(n) \_\_\_\_\_ and opens a web page or another slide when clicked.
5. To ensure consistency, make formatting changes to the \_\_\_\_\_ rather than individual slides.

### Multiple Choice

Circle the correct answer.

1. Which of the following does a theme *not* include?
  - a. A color palette
  - b. Fonts
  - c. Graphic effects
  - d. Sample content
2. Themes are applied from which of the following tabs?
  - a. Home
  - b. Insert
  - c. Design
  - d. Transitions
3. From which of the following tabs do you apply a different layout to a slide?
  - a. Home
  - b. Insert
  - c. Design
  - d. Transitions
4. Which of the following is *not* a type of fill you can use for a slide background?
  - a. Solid color
  - b. SmartArt
  - c. Texture
  - d. Gradient
5. To link to a slide in the current presentation, choose \_\_\_\_\_ in the Insert Hyperlink dialog box.
  - a. Existing File or Web Page
  - b. Place in This Document
  - c. Create New Document
  - d. Show Current Slides

# PowerPoint Lesson Five

## Knowledge Assessment

### Matching

Match the term in Column 1 to its description in Column 2.

#### Column 1

1. Table
2. Draw Table
3. Merge
4. Distribute
5. Embed

#### Column 2

- a. Option you can use to make all rows and columns the same width
- b. Insert data so that it can be edited using its original application.
- c. An arrangement of columns and rows used to organize data.
- d. Option you can use to create a table frame and insert columns and rows where you want them.
- e. To combine two or more cells to create a larger cell.

### True/False

Circle T if the statement is true or F if the statement is false.

- T F** 1. To create a new table, click the Insert Object button and then select the type of table to create.
- T F** 2. By default, a new table is sized to fit the content placeholder in which it was created.
- T F** 3. To edit a worksheet object on a slide, double-click the object to display Excel's tools.
- T F** 4. You must select an entire row before you can insert a new row above or below it.
- T F** 5. Use the Blank Table option to quickly remove all formatting from a table.

# PowerPoint Lesson Six

## Knowledge Assessment

### Fill in the Blank

Fill in each blank with the term or phrase that best completes the statement.

1. On a bar chart, the bars that share a common color are a data \_\_\_\_\_.
2. If you want to change a column chart to a line chart, click the \_\_\_\_\_ button on the Chart Tools Design tab.
3. A(n) \_\_\_\_\_ is a visual depiction of numeric data.
4. A chart's \_\_\_\_\_ provides a key to the information plotted on the chart.
5. Hold the \_\_\_\_\_ key as you drag a chart's corner handle to resize it to maintain its aspect ratio.

### Multiple Choice

Circle the correct answer.

1. PowerPoint's charting feature includes a worksheet window that is similar to which other Office application?
  - a. Microsoft Word
  - b. Microsoft Excel
  - c. Microsoft Equation
  - d. Microsoft Chart
2. What is the default PowerPoint chart type?
  - a. column chart
  - b. bar chart
  - c. line chart
  - d. pie chart
3. How can you move a chart on a slide?
  - a. by dragging its border
  - b. by cutting from one location and pasting elsewhere on the slide
  - c. by dragging a sizing handle
  - d. by issuing the Move command
4. \_\_\_\_\_ enables you to quickly format a chart with different colors, effects, and background.
  - a. WordArt
  - b. A Chart Style
  - c. Master Themes
  - d. SmartArt
5. Text that identifies information about the values on an axis is called a(n) \_\_\_\_\_.
  - a. legend
  - b. chart title
  - c. plot title
  - d. axis label

# PowerPoint Lesson Seven

## Knowledge Assessment

### Matching

Match the term in Column 1 to its description in Column 2.

#### Column 1

1. Promote
2. SmartArt
3. Top-level shape
4. Text pane
5. Subordinate

#### Column 2

- a. Holds the name of the person or department at the head of the organization
- b. Panel in which you can type SmartArt graphic text
- c. Increases the level of the item in the hierarchy
- d. Visual representation of information
- e. Someone who reports to the head of the organization

### True/False

Circle T if the statement is true or F if the statement is false.

- T F 1. Text in a SmartArt graphic can appear either in a shape or in a bulleted list.
- T F 2. The Standard Colors gallery allows you to apply variations of theme colors to a SmartArt graphic.
- T F 3. The Add Shape Below option inserts a subordinate shape.
- T F 4. To remove a shape, select it and press the Delete key on the keyboard.
- T F 5. You have to retype text if you change from one SmartArt layout to another.



# PowerPoint Lesson Eight

## Knowledge Assessment

### Matching

Match the term in Column 1 to its description in Column 2.

Column 1	Column 2
1. Order	a. The relationship of width to height for a picture
2. Constrain	b. Sizing to a percentage of the original size
3. Aspect ratio	c. To force a drawing tool to create a shape such as a perfect square or circle
4. Scaling	d. To move one object behind or in front of another
5. Crop	e. To remove portions of a picture you do not need

### True/False

Circle T if the statement is true or F if the statement is false.

- T F** 1. When adding clip art to a slide, you are limited to the pictures stored on your computer.
- T F** 2. The Merge Shapes feature merges two or more overlapping drawn shapes.
- T F** 3. To add text to a shape, select the shape and begin typing.
- T F** 4. If you want an object to be at the bottom of a stack of objects, you would use Send to Back.
- T F** 5. You can format a single object in a group without having to ungroup all objects.

# PowerPoint Lesson Nine

## Knowledge Assessment

### Matching

Match the term in Column 1 to its description in Column 2.

Column 1	Column 2
1. Exit effect	a. The time that an animation event takes to execute
2. Emphasis effect	b. An animation effect that moves an object along a predefined path that you create for it
3. Motion path	c. An animated effect that occurs when you move from one slide to another
4. Transition	d. An animation effect that determines how an object exits a slide
5. Duration	e. An animation effect that draws attention to an object on a slide that is neither entering nor exiting the slide

### True/False

Circle T if the statement is true or F if the statement is false.

- T F 1. A transition can be applied to a specific object on a slide.
- T F 2. You can assign your own sound clips to slide transitions.
- T F 3. An emphasis effect is a good way to draw audience attention to an object as it exits the slide.
- T F 4. An animation set to With Previous begins executing at the same time as the previous animation effect begins.
- T F 5. To slow down the speed of an animation effect, increase its Duration setting.

# PowerPoint Lesson Ten

## Knowledge Assessment

### Fill in the Blank

Fill in each blank with the term or phrase that best completes the statement.

1. A(n) \_\_\_\_\_ is a note you can insert directly on a slide.
2. When you \_\_\_\_\_ presentations, you consolidate all changes into a single copy.
3. A(n) \_\_\_\_\_ protects a presentation file so that only authorized users can open it.
4. To make changes to a comment, click the comment marker to open the \_\_\_\_\_ pane and then make changes there.
5. If you save a presentation in PowerPoint Show format, it opens in \_\_\_\_\_ view by default.

### Multiple Choice

Circle the correct answer.

1. Which of the following describes how to see the properties of a presentation?
  - a. Click the File tab, click the Properties heading, and then click Show Document Panel.
  - b. Click the View tab and then click Properties.
  - c. Click the View tab, click Advanced, and then click Show Document Panel.
  - d. Click the File tab, click Share, and then click Properties.
2. In which of the following locations can you edit all of the Properties of a PowerPoint file?
  - a. Documents Panel
  - b. Backstage View
  - c. Save As dialog box
  - d. Advanced Properties dialog box
3. Which of the following describes how to change the user name that will appear on each comment?
  - a. Manually type your name into each comment.
  - b. Click File > Options and type a different User Name and Initials.
  - c. Click the Change User button on the Home tab.
  - d. Click the Manage Comments button on the Review tab.
4. Which of the following describes how to remove a password from a PowerPoint file?
  - a. Change the password to a null string.
  - b. Click Encrypt with Password, then click Decrypt.
  - c. Click Encrypt with Password, then click Remove.
  - d. Click the File tab, then click Unprotect.
5. Which of the following statements is true?
  - a. Marking a presentation as final is the same level of security as password protection.
  - b. Marking a presentation as final is not as strong security as password protection.
  - c. Marking a presentation as final is stronger security than password protection.
  - d. Marking a presentation as final is useful only when saving in Text Only format.

# PowerPoint Lesson Eleven

## Knowledge Assessment

### Fill in the Blank

Fill in each blank with the term or phrase that best completes the statement.

1. Use the \_\_\_\_\_ dialog box to change to a non-standard slide size.
2. You can set up a presentation to loop continuously until you press the \_\_\_\_\_ key.
3. Use the \_\_\_\_\_ toolbar to view timings as you rehearse a presentation.
4. When you \_\_\_\_\_ slides, you use the pointer to draw or write.
5. The \_\_\_\_\_ option allows you to save the presentation to easily distribute to others.

### Multiple Choice

Circle the correct answer.

1. A slide that is wider than it is tall is displayed in which orientation?
  - a. Portrait
  - b. Column
  - c. Picture
  - d. Landscape
2. Which of the following is *not* one of the standard placeholders on the Handout Master?
  - a. Date
  - b. Header
  - c. Page Number
  - d. Author
3. Which of the following options prevents a slide from displaying during a presentation?
  - a. Delete Slide
  - b. Hide Slide
  - c. Show/Hide Slide
  - d. Conceal Slide
4. Which of the following is not a way to advance to the next slide during a presentation?
  - a. Press Home
  - b. Press the spacebar
  - c. Click the left mouse button
  - d. Press Page Down
5. Which of the following is a quick way to restore the arrow pointer after you have used it for drawing?
  - a. Press End
  - b. Double-click the screen
  - c. Click the arrow pointer button in the presenter tools
  - d. Press Esc

# Word Lesson One

## Knowledge Assessment

### Multiple Choice

Select the best response for the following statements.

1. The first screen you see when you open Word 2016 is called the:  
a. Word screen  
b. Recent screen  
c. Start screen  
d. Screen saver
2. Which of the following contains the commands you use most often, such as Save, Undo, and Repeat.  
a. Quick Access Screen  
b. Quick toolbar  
c. Quick Access Toolbar  
d. Quick command
3. The headings that appear on the Ribbon, such as File, Home, and Insert, are called:  
a. groups  
b. tabs  
c. shortcuts  
d. menus
4. Which command would you use to save a document for the first time?  
a. Save  
b. Save As  
c. Save for the first time  
d. Either a or b
5. Which of the following options would you use when saving a document with a new filename?  
a. Save  
b. Save As  
c. Ctrl+S  
d. Either a or b

### True/False

Circle "T" if the statement is true or "F" if the statement is false.

- T F 1. When you start Word 2016, a new blank document appears.
- T F 2. Clicking the Print button on the Backstage Print screen sends the document straight to the currently selected printer with the default settings.
- T F 3. The File tab can be used to save and print files.
- T F 4. You can hide the Ribbon by double-clicking the active tab.
- T F 5. Previewing and printing can be completed by accessing Backstage.

# Word Lesson Two

## Knowledge Assessment

### Multiple Choice

Select the best response for the following statements.

1. Which of the following terms is used in Word 2016 for reduced-size versions of images?
  - a. Thumb drives
  - b. Thumb documents
  - c. Thumbnails
  - d. Preview panes
2. The Advanced Properties sheet enables you to add which of the following?
  - a. keywords
  - b. category
  - c. author's name
  - d. All of the above
3. When Heading Styles have been applied to a document, the user has the option to navigate through the document using which tab on the Navigation Pane?
  - a. Headings
  - b. Pages
  - c. Results
  - d. None of the above
4. Which of the following wildcards is used to find a single character?
  - a. ?
  - b. \*
  - c. \*\*
  - d. ??
5. The Go To command enables you to navigate by page, text, graphics, equations, or tables by doing which of the following?
  - a. F5 shortcut key
  - b. Find and Replace dialog box
  - c. Ctrl+G
  - d. All of the above

### True/False

Circle "T" if the statement is true or "F" if the statement is false.

- |   |   |    |   |
|---|---|----|---|
| T | F | 1. | The New Window command launches a new window that contains the current document.      |
| T | F | 2. | By selecting text, the user has the ability to cut or copy the text to the clipboard. |
| T | F | 3. | Read Mode view displays the document as it will look when printed.                    |
| T | F | 4. | The Switch Windows command allows you to toggle between documents.                    |
| T | F | 5. | The Arrange All command places all open documents in separate windows on the screen.  |

# Word Lesson Three

## Knowledge Assessment

### Multiple Choice

Select the best response for the following statements.

1. When measuring point size, one point is equal to a character height of:  
a. 1/10 of an inch  
b. 1/12 of an inch  
c. 1/72 of an inch  
d. 1/18 of an inch
2. The Underline drop-down menu in the Font group contains options to underline selected text with a:  
a. thick underline  
b. double underline  
c. dotted underline  
d. All of the above
3. Opening the Modify Style dialog box enables you to:  
a. change formatting  
b. change the alignment  
c. change the line spacing  
d. All of the above
4. Which of the following features removes all formatting from the selected text?  
a. All Formatting Cleared  
b. Erase All Formatting  
c. Remove All Formatting  
d. Clear All Formatting
5. Changing the font and font size of selected text can be completed using which of the following?  
a. The Font dialog box.  
b. The Mini toolbar.  
c. The Font group of the Home tab.  
d. All of the above

### True/False

Circle T if the statement is true or F if the statement is false.

- T F 1. Applying a style always changes the formatting of the entire paragraph where the insertion point is located.
- T F 2. Format Painter is found on the Mini toolbar.
- T F 3. The Clear Formatting button clears text from one location and lets you apply it in another location.
- T F 4. PDF files can be edited using Word 2016.
- T F 5. To apply a style to selected text, click the style in the Styles pane.

# Word Lesson Four

## Knowledge Assessment

### Multiple Choice

Select the best response for the following statements.

1. Which of the following refers to how text is positioned between the top and bottom margins of the page?
  - a. Horizontal alignment
  - b. Vertical alignment
  - c. Justification
  - d. Line spacing
2. Which line spacing command sets the spacing at a fixed amount that Word does not adjust?
  - a. Exactly
  - b. Double
  - c. Multiple
  - d. At least
3. Which of the following occurs when you drag a tab off the ruler?
  - a. The tab moves it to another position.
  - b. The tab turns it into a left-aligned tab.
  - c. The tab is cleared.
  - d. The tab is hidden from view.
4. Bullets can be defined by adding which of the following?
  - a. A symbol
  - b. A box
  - c. A picture
  - d. All of the above
5. Which of the following settings enables you to move all or part of a paragraph outside the document margins?
  - a. Indent
  - b. First-line indent
  - c. Hanging indent
  - d. Negative indent

### True/False

Circle T if the statement is true or F if the statement is false.

- T F 1. Pressing the Enter key indents the first line of a paragraph.
- T F 2. You can use the ruler to set tabs.
- T F 3. The Clear Formatting command clears the fonts applied to the selected text only.
- T F 4. Horizontal alignment refers to the position of text with regard to the top and bottom margins of a document.
- T F 5. Indents can be changed using the markers on the ruler.



# Word Lesson Five

## Knowledge Assessment

### Multiple Choice

Select the best response for the following statements.

1. Which of the following is the term for the last line of a paragraph when it is left alone at the top of a page?
  - a. Orphan
  - b. Widow
  - c. Widow/Orphan Control
  - d. Keep Lines Together
2. Which of the following is the first line of a paragraph that is left alone at the bottom of a page called?
  - a. Widow
  - b. Orphan
  - c. Widow/Orphan Control
  - d. Keep Paragraphs Together
3. Which of the following is used to create layout or formatting changes in a portion of a document?
  - a. Section break
  - b. Page break
  - c. Next Page break
  - d. Text wrapping
4. Which of the following is used to move vertical blocks of text from the bottom of one block of text to the top of the next block of text (on the same page)?
  - a. Column breaks
  - b. Section breaks
  - c. Two columns
  - d. Three columns
5. Which of the following displays the Columns dialog box?
  - a. The Insert tab
  - b. More Columns command
  - c. Right-click
  - d. All of the above

### True/False

Circle T if the statement is true or F if the statement is false.

- T F 1. A page height that is larger than the page width is characteristic of portrait orientation.
- T F 2. Columns are blank spaces on the sides, top, and bottom of a document
- T F 3. Paper size refers to landscape or portrait orientation.
- T F 4. A Continuous section break starts the new section on the next page.
- T F 5. A page break is the location in a document where one page ends and a new page begins.

# Word Lesson Six

## Knowledge Assessment

### Multiple Choice

Select the best response for the following statements.

1. Using the Sort feature in a table sorts selected content in which of the following orders?
  - a. Ascending
  - b. Descending
  - c. Alphabetical order
  - d. All of the above
2. Combining two or more cells into one cell uses a Word feature called:
  - a. Split Cells
  - b. Merge Cells
  - c. Merge All Cells
  - d. Merge Selected Cells
3. Built-in preformatted tables that can be inserted and used in your documents are called:
  - a. Table Style Options
  - b. Tables
  - c. Quick Tables
  - d. Insert Tables
4. Sorted data can consist of which of the following?
  - a. text
  - b. numbers
  - c. dates
  - d. All of the above
5. The first row of a table that is formatted differently than the rest of the table and contains information to identify the data in the column is called a:
  - a. total row
  - b. banded column
  - c. header column
  - d. header row

### True/False

Circle T if the statement is true or F if the statement is false.

- T F 1. When you know how many rows and columns you need in a table, the quickest way to create the table is by dragging over the grid in the Table menu.
- T F 2. When Word converts text to tables, it uses paragraph marks, tabs, and commas to determine how to organize the data within the table.
- T F 3. Sorting can only sort one column of data at a time.
- T F 4. You can sort single-level lists, such as bulleted or numbered lists in a table.
- T F 5. The Repeat Header Rows button is used for tables that extend to multiple pages.

# Word Lesson Seven

## Knowledge Assessment

### Multiple Choice

Select the best response for the following statements.

1. A document theme includes which of the following?
  - a. Colors
  - b. Fonts
  - c. Effects
  - d. All of the above
2. To preview a style or a theme, you must do which of the following?
  - a. Place your mouse pointer over the choice.
  - b. Print the document.
  - c. Set up the document properties.
  - d. It is not possible to preview a style or theme.
3. Which of the following provides a way to manage building blocks by editing, deleting, and/or inserting them?
  - a. Quick Organizer
  - b. Cover Page
  - c. Text box
  - d. Building Blocks Organizer
4. Which of the following is a placeholder that tells Word to insert changeable data into a document?
  - a. field name
  - b. field
  - c. data field
  - d. data source
5. Which of the following is the term for a customized company logo applied to a page background behind a document's text?
  - a. MarkArt
  - b. Insert Picture refer to
  - c. watermark
  - d. SmartArt

### True/False

Circle T if the statement is true or F if the statement is false.

- T F 1. A watermark is text or a graphic printed behind text.
- T F 2. When a Style Set has been inserted in a document, the spacing of the Style Set can be easily changed.
- T F 3. Inserting special characters in a document can be completed using the Ribbon or a keyboard shortcut.
- T F 4. You can customize a building block.
- T F 5. After a text box has been inserted, the text box can be moved to another location in the document.

# Word Lesson Eight

## Knowledge Assessment

### Multiple Choice

Select the best response for the following statements.

1. WordArt can be accessed by clicking on which of the following buttons?
  - a. Insert
  - b. Drawing Tools
  - c. Picture Tools
  - d. Design
2. Lines, block arrows, stars, and banners are examples of which of the following?
  - a. Diagrams
  - b. Shapes
  - c. Flowcharts
  - d. Quick Styles
3. Which of the following tools provide options for formatting shapes?
  - a. Drawing
  - b. Picture
  - c. Text
  - d. Effects
4. Which command enables you to remove unwanted parts from a picture?
  - a. SmartArt
  - b. Contrast
  - c. Rotate
  - d. Crop
5. The Artistic Effects command is available with which of the following tools?
  - a. Picture Tools
  - b. Drawing Tools
  - c. Recolor
  - d. Corrections

### True/False

Circle T if the statement is true or F if the statement is false.

- T F 1. The Layout Options button appears next to objects, such as pictures, charts, shapes and WordArt.
- T F 2. In a document, images can be converted to SmartArt with captions.
- T F 3. By default, positioning images in a document will move the object as text is added.
- T F 4. Selecting a shape will open the Drawing Tools Format tab.
- T F 5. WordArt is decorative text that enhances the document's appearance.

# Word Lesson Nine

## Knowledge Assessment Projects

### Multiple Choice

Select the best response for the following statements.

1. Which menu enables you to add content to the table of contents?
  - a. Update Table
  - b. Add Text
  - c. Add Bookmark
  - d. None of the above
2. By default, a footnote is placed in which of the following locations?
  - a. At the beginning of the document
  - b. At the end of the document
  - c. At the end of the page
  - d. Below text
3. Hyperlinks can be linked to which of the following locations?
  - a. From one page to another page
  - b. To a website
  - c. To an email
  - d. All of the above
4. Reference points in a document are created using which of the following commands?
  - a. Bookmark
  - b. Hyperlink
  - c. Email
  - d. All of the above
5. Endnotes can be converted to which of the following?
  - a. Table of contents
  - b. Footnotes
  - c. Hyperlinks
  - d. They cannot be converted

### True/False

Circle T if the statement is true or F if the statement is false.

- T F 1. Only text formatted with a heading style can be included in a table of contents.
- T F 2. Hyperlinks can be applied to text or graphics.
- T F 3. When you create an email link, your mail application will automatically open.
- T F 4. A bookmark is a reference point in a document.
- T F 5. An endnote is a citation that is placed at the end of the document.