



Digital Literacy II: Office Productivity

Unit 2 Word Processing

UNIT EXAM

1. In Microsoft Word, what does the Compress Pictures command do?
 - a. It removes the background from your pictures
 - b. It makes a document's pictures wider
 - c. **It reduces the overall file size**
 - d. None of the above

2. True or False? In Word 2013, it is possible to create bar graphs, pie charts, and line graphs
 - a. **True**
 - b. False

3. By default, Microsoft Word automatically saves a file every _____ minutes.
 - a. **ten**
 - b. two
 - c. thirty
 - d. sixty

4. The essay in Diagram 1 should be typed in 12 point, Times New Roman font, double-spaced, with a first line indent. What's wrong with the formatting, and how can it be fixed?
 - a. The first line is not indented. It can be corrected by inserting the cursor before the first word of the paragraph and pressing the tab key.
 - b. **The paragraph is single-spaced. It can be corrected by highlighting the text, choosing the "line spacing" option under the Home tab, and choosing 2.0.**
 - c. The paragraph is single-spaced. It can be corrected by using the Page Setup option under the Layout tab.
 - d. There is nothing wrong with the formatting.

DIAGRAM 1

My favorite hobby is knitting. The repetitive action of knitting helps to calm my nerves. I love finding different patterns in order to create gifts for my family and friends. So far I have made a blanket for my mom, a coffee cozy for my best friend, a hat for my brother, and a sweater for my dog. With different types and colors of yarn, the options are endless. At the end of the day, I love to make a cup of coffee, turn on my favorite television show, and work on my knitting. It's the perfect end to any day!





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5. How can you increase the indent space at the beginning of a line?
 - a. Press the Tab key
 - b. Click the increase indent command
 - c. Drag the indent marker
 - d. **All of the above**

6. What's one reason to add a section break into a document?
 - a. **To be able to format text before the break and after the break differently**
 - b. A document without section breaks is not correctly formatted
 - c. Section breaks create columns within the document
 - d. A section break is required to create a table

7. Which of the following orientations would work best with a very wide table?
 - a. Portrait
 - b. Letter
 - c. Flyer
 - d. **Landscape**

8. Juan wants to convert text to a table. What is the first step Juan should take?
 - a. **Select the text**
 - b. Select Convert Text to Table
 - c. Converting text to a table is not possible in Microsoft Word
 - d. Click the Format tab





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9. Which of these is an example of justified text?

One day I would like to own an Alpaca farm in the mountains of North Carolina. Owning an alpaca farm has many benefits. Alpacas have luxurious wool that can be used to create yarn. The yarn can then be used to make blankets, clothing, and other unique items.

a.

One day I would like to own an Alpaca farm in the mountains of North Carolina. Owning an alpaca farm has many benefits. Alpacas have luxurious wool that can be used to create yarn. The yarn can then be used to make blankets, clothing, and other unique items.

b.

One day I would like to own an Alpaca farm in the mountains of North Carolina. Owning an alpaca farm has many benefits. Alpacas have luxurious wool that can be used to create yarn. The yarn can then be used to make blankets, clothing, and other unique items.

c.

One day I would like to own an Alpaca farm in the mountains of North Carolina. Owning an alpaca farm has many benefits. Alpacas have luxurious wool that can be used to create yarn. The yarn can then be used to make blankets, clothing, and other unique items.

d.

10. Charles is creating a document for work. Each time he opens Word, he wants to be able to find the file without having to browse for it. Which of the following options would you recommend to Charles?

- a. Save the file as a template
- b. **Pin the file to his backstage view**
- c. Publish the file on a website
- d. Email the file to himself every time he makes a change

11. In order to move a picture freely around a document, which setting must be changed?

- a. Artistic Effects
- b. Picture Shape
- c. **Text Wrapping**
- d. Corrections





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12. True or False: In a hyperlink, the address and display text must be the same.

- a. True
- b. False**

13. Which of the following can be used to remove text from a document?

- a. The delete key
- b. The backspace key
- c. Ctrl + X
- d. All of the above**





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