ATOMIC LEARNING
Practice & Quiz Sets

INSTRUCTIONS

Open one of your own existing Word documents, preferably a document with formatted text and multiple pages, and follow along with the tutorial tasks and questions below. Click on any of the movie links below for guidance on how to complete the task and/or answer the question. Please be sure to use "Save As" to save a copy of this practice set on your computer.

TUTORIAL TASKS AND QUESTIONS

Key #79953 - Introducing the new Office 2010 Ribbon

Task: With Microsoft Word open identify the ribbon in the window.

Question: The ribbon was introduced in which Microsoft Office suite of applications?

A) Office 2003
B) Office 2010
C) Office 2007
D) Office 2002

Key #79954 - Using and minimizing the Ribbon

Task: With Microsoft Word open, select different tabs on the ribbon, then minimize and restore the ribbon.

Question: There are several methods for minimizing and restoring the ribbon, which answer below is <u>NOT</u> one of those methods?

A) Select the Minimize the Ribbon command on the right side of the ribbon.
B) Double-click on a ribbon tab.
C) Select the File tab, and select Minimize the Ribbon.
D) Use the keyboard shortcut Ctrl + F1.

Atomic Learning®

Key #79955 - Using the Quick Access toolbar

Task: Display the Quick Access toolbar so that it is shows below/above the ribbon.

Question: To show the Quick Access toolbar below/above the ribbon, which steps should you follow?

A) Click on the pull-down arrow on the right side of the Quick Access toolbar and select Show Below/Above the Ribbon in the shortcut menu.
B) Use the keyboard shortcut Ctrl + B.
C) Double-click on the Quick Access toolbar.
D) On the right side of the ribbon select Minimize the Ribbon.

Key #79956 - Customizing the Quick Access toolbar

Task: Add the Open command to the Quick Access toolbar.

Question: By default the Quick Access toolbar has three commands - Save, Undo and Redo - but can be customized to display additional commands. To add the Open command to the Quick Access toolbar, which steps should you follow?

A) Right-click on the ribbon or the Quick Access toolbar and select Show the Quick Access Toolbar Below/Above the Ribbon in the shortcut menu.
B) Use the keyboard shortcut Ctrl + O.
C) Click on the pull-down arrow on the right side of the Quick Access toolbar and select Open in the shortcut menu.
D) Double-click on the Quick Access toolbar.

Key #80007 - Resetting the Quick Access toolbar

Task: Reset the Quick Access toolbar so that it only displays the default Save, Undo and Redo commands.

Question: To Reset the Quick Access toolbar, which steps should you follow?

A) Right-click on the ribbon or the Quick Access toolbar and select Reset Quick Access Toolbar in the shortcut menu.
B) Click on the pull-down arrow next to the Quick Access toolbar, select More Commands, in the Word Options dialog box with the Quick Access Toolbar category selected, click on the Reset button on the bottom right, then select Reset Only Quick Access Toolbar, select Yes, and select OK to exit the dialog box.
C) Use the keyboard shortcut Ctrl + R.
D) Right-click on the ribbon or the Quick Access toolbar, in the shortcut menu select Customize Quick Access Toolbar, in the Word Options dialog box with the Customize Ribbon category selected, click on the Reset button at the bottom right, then select Reset Only Selected Ribbon Tab, select Yes, and select OK to exit the dialog box.

Key #80001 - Customizing the Ribbon pt. 1

Task: Determine which commands you would like to add to the ribbon and how you would like the commands grouped.

Question: To customize or add your own commands to the Ribbon, which of the following statements are true?

A) To add a new command to the ribbon you will need to reset the ribbon.
B) To add a new command to an existing tab on the ribbon you will need to create a new custom group.
C) To add a new command to the Quick Access Toolbar you will need to create a new group.
D) To add a new command to the ribbon you will need to minimize the ribbon.

Key #80002 - Customizing the Ribbon pt. 2

Task: Customize the Ribbon so that it displays a new group using your name and the commands that you use most often.

Question: To customize or add your own commands to the Ribbon, which steps would you follow?

A) In the Quick Access Toolbar category of the Word Options dialog box, click on the Reset button at the bottom right, then select Reset Only Quick Access Toolbar, select Yes, and select OK to exit the dialog box.

B) In the Customize Ribbon category of the Word Options dialog box, select New Tab on the bottom right, enter the name for the tab, then select OK. Then select each command in the list on the left that you would like to add to the tab and click on the Add button. Repeat as needed to complete the tab.

C) Use the keyboard shortcut Ctrl + G, select the New Group on the bottom right, rename the group using the Rename button and select OK to exit the dialog box.

D) In the Customize Ribbon category of the Word Options dialog box, select the New Group on the bottom right, rename the new group using the Rename button. Then with the new group selected, select each command in the list on the left that you would like to add to the group, and click on the Add button. Repeat as needed to complete the group

Key #80003 - Adding a new tab to the ribbon

Task: Customize the Ribbon so that it displays a new tab using your name, with multiple groups, and the commands that you use most often.

Question: To add a new tab to the Ribbon, which steps would you follow?

A) Use the keyboard shortcut Ctrl + T, select the New Tab on the bottom right, rename the tab using the Rename button and select OK to exit the dialog box.

B) In the Customize Ribbon category of the Word Options dialog box, select the New Group on the bottom right. Rename the new group using the Rename button. Then with the new group selected, select each command in the list on the left that you would like to add to the group, and click on the Add button. Repeat as needed to complete the group.

C) In the Customize Ribbon category of the Word Options dialog box, select New Tab on the bottom right. Rename the new tab using the Rename button and well as the new group that was also created. Then with the new tab and group selected, select each command in the list on the left that you would like to add to the group and click on the Add button. Repeat as needed to complete the group and the new tab. Click on OK to exit the dialog box.

D) In the Quick Access Toolbar category of the Word Options dialog box, click on the Reset button at the bottom right, then select Reset Only Quick Access Toolbar, select Yes, and select OK to exit the dialog box.

Key #80004 - <u>Resetting Ribbon customizations</u>

Task: Reset the ribbon so that it only displays the default commands.

Question: To reset the Ribbon, which of the following statements are true?

A) It is possible to reset a ribbon tab, or the entire ribbon.
B) It is not possible to reset a ribbon tab.
C) It is not possible to reset the entire ribbon.
D) It is not possible to add commands to the ribbon.

Key #80005 - <u>Importing/exporting Ribbon customizations</u>

Task: Export the customized ribbon that you created, and import into Word on another computer.

Question: You can export and import the ribbon customizations that you created.   **True** or   **False**

Key #80006 - <u>Using Backstage View</u>

Task: Go to Backstage View and familiarize yourself with the different areas and options available.

Question: To access Backstage view, which steps should you follow?

A) Click on the View tab on the right side of the ribbon, then select Backstage View in the Document Views group.
B) Click on the File tab on the left side of the ribbon.
C) Click on the Review tab on the right side of the ribbon, then select Backstage View in the Proofing group.
D) Click on the Page Layout tab in the middle of the ribbon, then select Backstage View in the Page Setup group.

Key #79957 - Entering text into a document

Task: With a blank document open in Word, type your name on the first line of the document, press the enter key on the keyboard, then type in the following text "The following guidelines offer some ideas and questions to think about when developing a classroom environment that encourages positive behavior."

Question: When you press the enter key on the keyboard, Word considers the previous information as...?

  A) A document.
  B) A paragraph.
  C) A bulleted list.
  D) A page.

Key #79958 - Using Save and Save As

Task: Once you start typing text into your document make sure that you save the document so you don't lose any of the information that you have been typing.

Question: To save a document that does not have an original name, but a default name of Document 1, which steps would you follow?

  A) Select the File tab, then select Print.
  B) Select the File tab, then select Save.
  C) Select the File tab, then select Save As.
  D) Select the File tab, then select New.

Key #79959 - Using Compatibility mode

Task: Open a document saved in a previous version of Microsoft Word, then convert that document to the new Word 2010 XML file format.

Question: To convert an older version of a Word document to the new Word 2010 XML file format, which steps would you follow?

  A) Select the File tab, then select Save As.
  B) Select the File tab, and the Info category selected, click on Convert.
  C) Select the File tab, then select Save.
  D) Select the File tab, then select Options, and in the Word Options dialog box select Convert.

Atomic Learning®

ATOMIC LEARNING
Practice & Quiz Sets

Task: Open a document saved using the new Word 2010 XML file format in an earlier version of Word, prior to Word 2007.

Question: To open a Word 2010 document in an earlier version of Word, prior to Word 2007, which steps should you follow?

    A) Select the File tab, then select Open.
    B) Select the File tab, and the Info category selected, click on Convert.
    C) Download the Microsoft Office Data Tools Analysis Pack.
    D) Download the Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint.

Task: Use the keyboard shortcuts demonstrated to move around in your Word document.

Question: To move to the first line of each page, going forward or backward in a Word document, which keyboard shortcuts would you use?

    A) Press the End key, or the Home Key.
    B) Press the Page Down key, or the Page Up key.
    C) Press Ctrl + End, or Ctrl + Home.
    D) Press Ctrl + Page Down , or Ctrl + Page Up.

Task: Use the Key tips available in Microsoft Word to navigate the ribbon.

Question: To activate the Key tips, press what key on the keyboard?

    A) Press the End key.
    B) Press Alt key.
    C) Press Ctrl key.
    D) Press the A key.

Atomic Learning