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 #80337 - Using the Find command

>   **Task:** With an existing document open in Word, select the Find command. In the search text box type in a word specific to your document to search (i.e. teacher, business, school, department, student, participant, etc.).
>
>   **Question:** The Find command is now part of what area in Word 2010?
>
>   A)   The Styles list.
>   B)   The Navigation Pane.
>   C)   The AutoFormat As You Type feature.
>   D)   Print Preview.

Key #80338 - Understanding the Find command options

>   **Task:** In the Find area of the Navigation Pane, click on the Options. Review the options available for the Find command.
>
>   **Question:** Which Find option will find words that are the same phonetically?
>
>   A)   Match case.
>   B)   Find whole words only.
>   C)   Use wildcards.
>   D)   Sounds like.

Key #80339 - Finding specific formatting

Task: With an existing document open in Word, make sure that you have text throughout your document that appears with bold formatting. Use the Find command to find that specific formatting.

Question: To clear the formatting out of the Find and Replace dialog box, which button should you select?

  A) Find Next.
  B) Cancel.
  C) No Formatting.
  D) Special.

Key #80340 - Finding special characters

Task: With an existing document open in Word, make sure that you have a couple of manual page breaks throughout your document. Use the Find command to find those manual page break characters in the document.

Question: In the Find and Replace dialog box, assuming that your curser is at the top of the document, to move to the first occurrence of whatever you are searching for, which button should you select?

  A) Format.
  B) Less.
  C) Special.
  D) Find Next.

Key #80341 - Using the Replace command

Task: With an existing document open in Word, select the Replace command. In the Find what text box type in a word specific to your document, then type in the word you want to replace it with in the Replace with text box (i.e. parents with student representatives, cars with automobiles, etc.).

Question: To replace every occurrence within your document of the Find what text with the Replace with text, which button should you select?

  A) Replace All.
  B) Replace.
  C) Find Next.
  D) Format.

Key #80342 - Using the Go To command

Task: With an existing document open in Word, use the Go To area of the Find and Replace dialog box to go to different pages in your document.

Question: To access the Go To area of the Find and Replace dialog box, which steps would you follow?

A) Select the pull-down arrow next to the Find command on the Home tab, and in the menu select Go To.
B) Select the Replace command on the Home tab, and in the Find and Replace dialog box select the Go To tab.
C) In the Find area of the Navigation Pane, click on the pull-down arrow to the right of the search text box, and in the menu select Go To.
D) All of the above.

Key #80343 - Using the Select Browse Object feature

Task: With an existing document open in Word, use the Select Browse Object feature to go to different areas in the document, whether by page, section, graphic, table, etc.

Question: The Select Browse Object feature is located at the top of the vertical scroll bar.

True or   **False**