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 #82428 - Inserting Symbols

Task: With a blank document open in Word, use the Symbol command to insert one of the symbols from the symbols gallery into the document.

Question: Which answer below describes the type of symbols found in the Symbol command?

A) Fractions.
B) International characters.
C) Monetary symbols.
D) All of the above.

Key #82429 - Using the Symbol dialog box

Task: Using the same blank document in Word, move to the next line in the document, then insert a symbol from the Wingdings font group using the Symbol dialog box.

Question: With the Symbol dialog box open there are a couple of ways to insert a symbol. One way is to select the symbol then click on the Insert button. What is the other way?

A) Select the symbol then click on the Shortcut Key button.
B) Double-click on the symbol.
C) Select the symbol then click on the AutoCorrect button.
D) Use the keyboard shortcut Ctrl + I.

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Key #82430 - Inserting symbols using the keyboard

Task: Using the same blank document in Word, move to the next line in the document, then insert the Trademark symbol using the keyboard shortcut Ctrl + Alt + t.

Question: In most cases the keyboard shortcuts for symbols involve using at least how many keys on the keyboard ?

    A) 1.
    B) 2.
    C) 3.
    D) 4.

Key #82431 - Creating symbol shortcut keys

Task: Using the same blank document in Word, move to the next line in the document . Assign the keyboard shortcut Ctrl + Alt + W to the smiley face symbol which should be listed in the Recently Used Symbols list in the Symbol dialog box (if not it can also be found in the Wingdings font group).

Question: Once you have created a keyboard shortcut for a symbol you cannot remove the keyboard shortcut.

    True or   **False**

Key #82432 - Inserting symbols using the AutoCorrect feature

Task: Using the same blank document in Word, move to the next line in the document. Type in a colon and a closed parenthesis. Once you type in the closed parenthesis a smiley face emoticon ☺ should appear in your document.

Question: What other symbols does the AutoCorrect dialog box include besides the Copyright and Trademark symbols?

    A) Emoticons and circles.
    B) Arrows and squares.
    C) Lines and triangles.
    D) Emoticons and arrows.

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Key #82433 - [Adding symbols to the AutoCorrect feature](#)

Task: Using the same blank document in Word, move to the next line in the document. In the Symbol dialog box, select one of the mailbox symbols found in the Wingdings font group. Create an AutoCorrect entry for the selected mailbox symbol using the text "(mb)" in the Replace text box.

Question: When you select a symbol in the Symbol dialog box, and then select the AutoCorrect button, that symbol appears in the With text box in the AutoCorrect dialog box.

True or   **False**

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