

Word 2010 – Intermediate

SECTION B – Page Layout and Design

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#82434 - [Creating columns](#)

Task: With an existing document open in Word, use the Columns command to apply two columns to the text in the document.

Question: The Columns command is found where on the ribbon?

- A) On the Home tab, within the Paragraph group.
- B) On the Insert tab, within the Pages group.
- C) On the Page Layout tab, within the Page Setup group.
- D) None of the above.

Key#82435 - [Modifying Column settings](#)

Task: Using the same document in Word that has the two columns applied to the text, change the width of the first column to two (2) inches in the Columns dialog box.

Question: In order to change the width of the individual columns in the Columns dialog box, which option needs to be turned off?

- A) Line between.
- B) Equal column width.
- C) Start new column.
- D) Number of columns.

ATOMIC LEARNING

Practice & Quiz Sets

Key#82436 - [Using the ruler to modify the Column settings](#)

Task: Using the same document in Word that has the two columns applied to the text, use the ruler to change the width of the first column from two (2) inches to three (3) inches.

Question: You can also change the width of the columns by moving the column spacer. When you move the column spacer the size of the spacer does not change, but the width of the columns will adjust accordingly.

True or False

Key#82437 - [Placing a vertical line between columns](#)

Task: Using the same document in Word that has the two columns applied to the text, add a line between the two columns using the Columns dialog box.

Question: To add a vertical line between the columns, which option needs to be turned on in the Columns dialog box?

- A) Line between.
- B) Equal column width.
- C) Start new column.
- D) Number of columns.

Key#82438 - [Adjusting column length](#)

Task: Using the same document in Word that has the two columns applied to the text, use the Column Break command to adjust uneven or split columns in your document.

Question: To determine if any manual column breaks have been added to the document, which command should be turned on?

- A) Line between.
- B) Show/Hide Non Printing Characters.
- C) Portrait Orientation.
- D) Format Painter.

ATOMIC LEARNING

Practice & Quiz Sets

Key#82439 - [Adding line numbers](#)

Task: With an existing document open in Word, add **continuous** line numbers to the document using the Line Numbers command.

Question: Line numbers are helpful if the reader or writer needs to refer to specific lines of text. Line numbers are often seen on what kind of documents?

- A) Legal documents.
- B) Scripts.
- C) Contracts.
- D) All of the above.

Key#82440 - [Hyphenating a document](#)

Task: With an existing document open in Word, add **automatic** hyphenation to the document using the Hyphenation command.

Question: Hyphenation tries to eliminate the jagged right edge that left alignment creates.

True or False

Key#82441 - [Using manual hyphenation](#)

Task: With an existing document open in Word, use **manual** hyphenation in the first paragraph to go through some of the words that could be hyphenated.

Question: Which answer best describes how the manual hyphenation command works?

- A) Manual hyphenation will automatically apply hyphenation to the document.
- B) Manual hyphenation will automatically apply line numbers to the entire document .
- C) Manual hyphenation will remove the hyphenation for the words altogether.
- D) Manual hyphenation allows you to choose which words to hyphenate and how they are hyphenated.

ATOMIC LEARNING

Practice & Quiz Sets

Key#82442 - [Setting Hyphenation options](#)

Task: With an existing document open in Word, change the hyphenation options to limit the number of consecutive hyphens to three (3).

Question: What is the hyphenation zone?

- A) It is the maximum amount of space between the last word in a line and the right margin.
- B) It is the number of consecutive hyphens within a single paragraph.
- C) It is the minimum amount of space between the last word in a line and the left margin.
- D) None of the above.

Key#82443 - [Setting page borders](#)

Task: With an existing document open in Word, use the Page Borders command to apply an Art page border to the First Page Only in the document.

Question: Which answer best describes where a page border can be applied to the document?

- A) Whole document.
- B) This section – First page only.
- C) This section – All except first page.
- D) All of the above.

Key#82444 - [Setting the page color](#)

Task: With an existing document open in Word, use the Page Color command to apply an different page color to the document.

Question: If you change the page color to a darker color what happens to the font color in the document?

- A) The font color remains black.
- B) The font color changes to the same color as the page color.
- C) The font color changes to white.
- D) The font color changes to yellow.

Practice & Quiz Sets

Key#82445 - [Adding page color fill effects](#)

Task: With an existing document open in Word, use the Page Color Fill Effects command to apply one of the predefined textures to the document.

Question: The Page Color Fill Effects command allows you to add what to your document?

- A) Patterns, SmartArt Graphics, Pictures, and Text.
- B) Gradients, Pictures, SmartArt Graphics, and Color.
- C) Textures, Gradients, Text, and Color.
- D) Gradients, Textures, Patterns, and Pictures.

Key#82446 - [Adding a watermark to a document](#)

Task: With an existing document open in Word, use the Watermark command to apply the “Sample 1” watermark to the document.

Question: To remove a watermark from your document which command should you choose?

- A) Page Color, Fill Effects.
- B) Watermark, Remove Watermark.
- C) Watermark, Custom Watermark.
- D) Line Numbers, Continuous.

Key#82447 - [Creating a custom watermark](#)

Task: With an existing document open in Word, use the Watermark command to create a custom text watermark that reads “For Your Eyes Only”. Also use a different font and font color from the default.

Question: The options in the Printed Watermark dialog box allow you to create what type of watermarks?

- A) No watermark.
- B) Picture watermark.
- C) Text watermark.
- D) All of the above.