

Word 2010 – Intermediate

SECTION F – Hyperlinks

INSTRUCTIONS

Open a new, blank document in Word, press the enter key on the keyboard a few times to create blank lines. Copy and paste the Example Text into the blank document and apply the Heading 2 Style to the three headings in the Example Text (Atomic Learning, Inc., Research, and Institutions). 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.

EXAMPLE TEXT

Atomic Learning, Inc.

Atomic Learning, Inc. is focused on promoting the practical application of technology in education by empowering educators with the training and resources needed to create college and career-ready students. Data-driven research proves the use of Atomic Learning positively impacts student achievement in math and reading. Thousands of institutions have made Atomic Learning an integral part of their professional development, technology integration and technology support initiatives.

Research

Data-driven research proves the use of Atomic Learning positively impacts student achievement in math and reading.

Institutions

Thousands of institutions have made Atomic Learning an integral part of their professional development, technology integration and technology support initiatives.

TUTORIAL TASKS AND QUESTIONS

Key#82501 - [Creating automatic hyperlinks](#)

Task: Create an automatic hyperlink on the first line of the document by typing the URL address for your school, your organization, etc.

Question: Word will automatically convert an Internet address to a hyperlink in the document when you press what key on the keyboard?

- A) The enter key.
- B) The space bar.
- C) The comma or a period.
- D) All of the above.

ATOMIC LEARNING

Practice & Quiz Sets

Key#82502 - [Using hyperlinks and changing the Hyperlink settings](#)

Task: Turn off the setting “Use Ctrl + click to follow hyperlink” in the Word Options dialog box.

Question: “Use Ctrl + click to follow hyperlink” is found in which category in the Word Options dialog box?

- A) The General category.
- B) The Proofing category.
- C) The Advanced category.
- D) The Display category.

Key#82503 - [Using text as a hyperlink to a Web page](#)

Task: Using the Example Text, select the text “Atomic Learning, Inc.” at the beginning of the first paragraph and use the Insert Hyperlink dialog box to attach the internet address for Atomic Learning (www.atomiclearning.com) to that text. Also create a Screen Tip for the text that reads “Click on this link to access thousands of short, easy to understand tutorial movies and a library of curriculum resources.”

Question: To signify hyperlinked text, the text color changes and the text is also what?

- A) Bold.
- B) Underlined.
- C) Italic.
- D) None of the above.

Key#82504 - [Using text as a hyperlink to another file](#)

Task: Using the Example Text, select the text “Data-driven research” in the first paragraph. For example purposes, link that text to any document located on your computer, the network, or the location where you are allowed to save your files. Also create a Screen Tip for the text that reads “Click on this link to view research about the effectiveness of Atomic Learning’s tutorials.”

Question: To open a file that is linked to text in a document you will need to have the appropriate application installed on your computer.

True or False

Practice & Quiz Sets

Key#82505 - [Using text as a hyperlink within the current document](#)

Task: Using the Example Text, select the text “student achievement” in the first paragraph. Link that text to the “Research” heading in the document.

Question: To link to a Place in This Document, the Insert Hyperlink dialog box only lists a few specific areas that you can link to. Which answer below is NOT one of those areas?

- A) The bottom of the document.
- B) The headings.
- C) The bookmarks.
- D) The top of the document.

Key#82506 - [Editing or deleting a hyperlink](#)

Task: Using the Example Text, select the hyperlink “student achievement” in the first paragraph. Remove the hyperlink for that text.

Question: To remove a hyperlink from text in the document, which steps should you follow?

- A) With the text selected, click with the right mouse button and in the shortcut menu select Edit Hyperlink. In the Edit Hyperlink dialog box, select the Remove Link button
- B) With the text selected, select the Hyperlink command. In the Edit Hyperlink dialog box, select the Remove Link button.
- C) With the text selected, click with the right mouse button and in the shortcut menu select Remove Hyperlink.
- D) All of the above.