

ATOMIC LEARNING

Practice Sets

Word 2010 – Intermediate

SECTION H – Other Word Commands and Features

INSTRUCTIONS

Open a new, blank document in Word. Copy and paste the Example Text into the blank document. 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

Julie Bankert
1234 Elm Street
Minneapolis, MN 55448

Ms. Anita Hall
Director of Human Resources
ABC Frame Company
12345 Vine Boulevard
Buffalo, NY 14209

Dear Ms. Hall:

Your ad for an entry-level position caught my attention as I prepare to begin my professional career upon graduation this spring from State University.

I say “professional” because I have worked steadily throughout college, gaining useful experience that equips me to present your firm with advantages others may not offer.

I would welcome the chance to discuss openings at your firm. If you will contact me at (425) 555-0154, we can schedule a meeting.

Thank you for your consideration.

Sincerely,

Julie Bankert

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TUTORIAL TASKS AND QUESTIONS

Key#82491 - [Inserting the date and time](#)

Task: Using the Example Text, insert the date using one of the date formats in the Date and Time dialog box.

Question: When “Update automatically” is selected, Word will automatically update the date and time to the current date and time when the document is next opened or printed.

True or **False**

Key#82492 - [Customizing the Spell Check and Grammar Check Options](#)

Task: Turn off the “Mark grammar errors as you type” option in the Word Options dialog box.

Question: The Spelling and Grammar options are 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#82493 - [Using the custom dictionary](#)

Task: Using the Example Text, add Julie Bankert’s last name to the custom dictionary.

Question: The easiest way to add words to the custom dictionary is through the Spell Checker. Once the spell checker stops at a word, to add it to the custom dictionary, which steps should you follow?

- A) Click on the Ignore Once button.
- B) Click on the AutoCorrect button.
- C) Click on the Add to Dictionary button.
- D) Click on the Change button.

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Key#82494 - [Using the thesaurus](#)

Task: Using the Example Text, select the word “useful” in the second paragraph and use the Thesaurus to insert a different word.

Question: The Thesaurus will display both synonyms and what, if available, for a selected word?

- A) AutoCorrect.
- B) Antonyms.
- C) Alignment.
- D) AutoLayout.

Key#82495 - [Assigning a password to a document](#)

Task: Using the Example Text, save the document as “Cover Letter” and apply a password to open the document in the Save As dialog box.

Question: Which answer best describes the type of password that can be set for your document?

- A) You can set a password to open the document.
- B) You can set a password to modify the document.
- C) You can set a password to open and modify the document.
- D) All of the above.

Key#82496 - [Changing the normal template](#)

Task: With a blank document open in Word, review the process for changing the Normal Template.

Question: Word allows you to make changes to all documents based on the Normal Template by selecting what option in the Font, Paragraph, and Page Setup dialog boxes?

- A) The Text Effects button.
- B) The Set As Default.
- C) The OK button.
- D) The Tabs button.