

- What are the three categories for pages in the Pages group on the Insert tab in MS Word? a) Title Page, Blank Page, and Header/Footer b) Cover Page, Paragraph Break, and Page Layout c) **Cover Page, Blank Page, and Page Break** d) Header, Footer, and Table
- How can you open the Built-in Cover Page Gallery in MS Word? a) Click the Paragraph tab b) Click the Page Layout tab c) Click the Insert tab and then the down arrow next to Cover Page d) **Click the Insert tab and then the down arrow to the right of Cover Page**
- What does the Blank Page option in the Insert tab help you do in MS Word? a) Insert a page with text already filled b) Add a page break c) **Add a new page anywhere in a document** d) Create a blank cover page
- How can you force a page break at a specific location in your document in MS Word? a) Press Enter key b) **Click where you want to insert Page Break and then click Page Break in the Insert tab** c) Use the Bold formatting option d) Open the Page Layout tab and select Breaks
- In which tab can you find the Tables group in MS Word? a) Home b) Design c) **Insert** d) Layout
- What does the Tables group in MS Word allow you to do? a) Change font style b) **Place data in a more formal way using tables** c) Insert images d) Create hyperlinks
- What is the first selection in the Illustrations group in MS Word? a) Clip Art b) Shapes c) **Insert a picture from a file** d) Smart Art
- Which subcategories do the Shapes in MS Word belong to? a) Arrows, Squares, and Circles b) Lines, **Basic Shapes, Block Arrows, Flow Charts, Callouts, Stars, and Banners** c) Geometric, Organic, and Freeform d) Shapes, Symbols, and Icons
- What is the new feature introduced in Word 2007 for visually communicating ideas? a) Shapes b) Clip Art c) **Smart Art** d) Illustrations
- How can you add Cycle Smart Art in MS Word? a) Click on Shapes in the Insert Tab b) **Click on Smart Art Button in Illustration group of Insert Tab** c) Insert a picture from a file d) Use the Canvas tool in the Illustrations group
- What does the Links group in the Insert tab of MS Word allow you to do? a) Insert images b) **Link other documents in your current document and provide Bookmark facility** c) Create hyperlinks d) Add page numbers
- What is the purpose of Hyperlink in MS Word? a) Add pictures to the document b) **Add links to other documents or web pages in your document** c) Apply formatting to text d) Insert a new page
- How can you add a Hyperlink in MS Word? a) Click on the Hyperlink tab b) **Click on Hyperlink in the Insert ribbon tab** c) Use the Links group in the Home tab d) Open the Page Layout tab and select Hyperlink
- What is the purpose of Bookmarks in MS Word? a) **Keep track of reading** b) Insert images c) Add page numbers d) Apply formatting to text

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- How can you add a Bookmark in MS Word? a) Click on the Bookmark tab b) Use the Home tab and select Bookmark c) **Click where you want to place bookmark, then select Bookmark in the Insert ribbon tab** d) Open the Page Layout tab and choose Add Bookmark
- In the Bookmarks Exercise, what name is entered for the bookmark? a) Bookmark1 b) **Mark1** c) Bookmarker d) PageMarker
- What does the Links toolbox in the Insert tab help you do in MS Word? a) Insert tables b) **Link other documents in your current document and provide Bookmark facility** c) Add page numbers d) Apply formatting to text
- What does the Page Break button do in MS Word? a) Adds a new page b) **Forces a page break at the selected location in the document** c) Inserts a blank page d) Opens the Page Layout tab
- What is the purpose of the Canvas tool in MS Word? a) Insert a picture from a file b) **Place all the Shapes at one place without being disturbed when further changes are made** c) Create hyperlinks d) Apply formatting to text
- Which tab provides the option to add illustrations, including pictures, clip art, shapes, and smart art in MS Word? a) Home b) Design c) **Insert** d) Layout

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