

Unit 1: Getting Started

Unit Objectives

In this unit, you will begin to navigate the Word interface and learn the available commands and features. You will then begin to work with documents and change document settings and views. Upon successful completion of this lesson, you will understand the following:

- ☐ Command and Features
- ☐ Work with Documents
- ☐ Document Settings
- ☐ Document Views

Unit 1 Commands and Features Learn Tasks

What is Microsoft Word?

Microsoft Word enables you to create which types of files? (Select all that apply)

- a) Documents
- b) Reports
- c) Spreadsheets
- d) Newsletters
- e) Spreadsheets

Microsoft Word Interface

In the Microsoft Word window image identify the following:

- 1) File Tab
- 2) Quick Access Toolbar
- 3) Ribbon Tabs
- 4) Title Bar
- 5) Search Field
- 6) Minimize/Maximize/Restore Down/Close
- 7) Status Bar
- 8) View Buttons
- 9) Zoom Slider
- 10) Zoom Level

Backstage

Practice identifying features in the Microsoft Word window.

- 1) Open Backstage.docx
- 2) View the document info in the Backstage view
 - File tab > Backstage view > Info
- 3) Create a new document
 - New
- 4) Open an existing file
 - Open > Recent > Select a file
- 5) Save the file
 - Save
- 6) Return to the document
 - Back
- 7) Save to your course files

ScreenTips

- 1) Use ScreenTips to:
 - a) View the backstage
 - b) Change document views
 - c) Help identify buttons
 - d) Access frequently used commands
- 2) This image is a screen tip for ____?



- a) Modifying the ribbon options
- b) Modifying the QAT
- c) Modifying the paragraph option

Quick Access Toolbar

In the Microsoft Word window select the Quick Access Toolbar.

- 1) Open Quick Access Toolbar.docx
- 2) Select the Quick Access Toolbar
 - Quick Access Toolbar
- 3) Save to your course files

Ribbon

Alternate between Ribbon settings in the Microsoft Word window.

- 1) Open Ribbon.docx
- 2) Select the Ribbon
 - Ribbon
- 3) Auto-hide the Ribbon
 - Ribbon Display Options drop-down arrow > Auto-hide Ribbon
- 4) Set the Ribbon to only show tabs
 - Ribbon Display Options drop-down arrow > Show Tabs
- 5) Set the Ribbon to show tabs and commands
 - Ribbon Display Options drop-down arrow > Show Tabs and Commands
- 6) Save to your course files

- 1) Open Ribbon.docx
- 2) Select the Ribbon
 - Ribbon
- 3) Set the Ribbon to Show Tabs
 - Ribbon Display Options drop-down arrow > Show tabs only
- 4) Set the Ribbon to only show only when the cursor is moved over it
 - Ribbon Display Options drop-down arrow > Adjust automatically

Ribbon Tabs

Find elements related to the Ribbon tabs in the Microsoft Word window.

- 1) Open Ribbon Tabs.docx
- 2) Display the Insert tab
 - Insert tab
- 3) Select the Illustrations group
 - Illustrations group
- 4) Display the Design tab
 - Design tab
- 5) Select the Style gallery
 - Home tab > Styles group > Style gallery
- 6) Display the Home tab
 - Home tab
- 7) Display the Font Dialog Box Launcher
 - Home tab > Font group > Font dialog box launcher
- 8) Select the contextual tab
 - Header and Footer context tab
- 9) Save to your course files

Understand Ribbon Tabs

- 1) Match the words to their correct descriptions.
 - a) Home
 - b) Insert
 - c) Draw
 - d) Design
 - e) Layout

The _____ tab provides several frequently used editing features, such as copy and paste, text formatting with bold, various fonts, alignment, a style, etc.

The _____ tab allows the user to add extra elements to the document, such as tables, icons, shapes, pages, symbols, etc.

The _____ tab enables the user to use a pen tool.

The _____ tab provides various formatting options for your document such as themes, effects, color schemes, paragraph spacing, etc.

The _____ tab allows the user to modify the document, including the page orientation, margins, page breaks, spacing, etc.

2) Match the words to their correct descriptions.

- a) References
- b) Mailings
- c) Help
- d) Review
- e) View

The _____ tab enables the user to enter document sources and citations, build a table of contents, add footnotes and endnotes, create an index, etc.

The _____ tab, which is the least used, allows users to merge emails, write, insert, and merge different fields, etc.

The _____ tab enables users to check grammar, proofread, check accessibility, track changes, add or remove comments, etc.

The _____ tab allows users to shift between different views of the document, change page movement, switch windows and has the feature of the Immersive Reader.

The _____ tab provides you with necessary features such as contacting Microsoft Support, providing feedback to Microsoft, viewing training videos and learning about new tools.

3) This ribbon is hidden by default and includes many tools that can help increase productivity when working with documents, such as macros, installing add-ins, using content controls to build online forms, protect against people making changes, or manage templates.

- a) Review tab
- b) View tab
- c) Mailing tab
- d) Developer tab

Unit 1 Commands and Features

Practice Exercise

Identify the correct Ribbon tab for each function listed.

- 1) Open a blank document
- 2) Locate the Ribbon tab that provides various formatting options for your document such as themes, effects, color schemes, and paragraph spacing
 - Design tab
- 3) Locate the Ribbon tab that enables users to check grammar, proofread, check accessibility, track changes, and add or remove comments
 - Review tab
- 4) Locate the Ribbon tab that provides several frequently used editing features such as copy/paste, text formatting with bold, various fonts, alignment, and styles
 - Home tab
- 5) Save to your course files
 - File tab > Save

Unit 1 Commands and Features

Practice Questions

1) Which type of document can you create using Microsoft Word? (Choose all that apply)

- a) Agendas
- b) Budgets
- c) Catalog
- d) Invoice
- e) Slide show

2) Fill in the blanks with the correct words.

Choose commands that manage the document with the _____, whereas commonly used commands can be found on the _____.

To activate the Zoom dialog box to enter a view percentage, select the _____ option. To see the total number of pages in the document, use the _____ option.

- File tab
- Quick Access Toolbar
- Zoom Level
- Status Bar

3) Which view is available for all Office programs, giving you a central location to manage files?

- a) Backstage
- b) Outline
- c) Normal
- d) Draft
- e) Save As

4) ScreenTips always appear when you point at anything on the screen and always show a keyboard shortcut you can use.

- True
- False

5) Which buttons are seen on the Quick Access Toolbar by default? (Choose all that apply)

- a) Save
- b) Redo
- c) New
- d) Open

6) The Quick Access Toolbar can only be located at the top left of the application screen.

- True
- False

7) Match the correct term to the description.

- a) Active Ribbon tab
- b) Group
- c) Dialog box launcher

_____ Always displays with different background color or has an outline.

_____ A set of related commands that perform similar tasks, such as cut, copy and paste.

_____ Launches a dialog box or pane with more options for the group of commands.

8) Which of the following Ribbon tabs allows you to draw and create tables for small or large amounts of data?

- a) Draw
- b) Design
- c) Insert
- d) Layout

9) A Ribbon tab can be hidden by going into the Word options and in the Customize Ribbon option, turn off the checkbox for the Ribbon tab.

- True
- False

Unit 1 Work with Documents Learn Tasks

New Documents

Create a new blank document.

- 1) Open a blank document
 - File tab > New > Blank document
- 2) Save to your course files

Microsoft 365 (Web) and Online steps are indicated below.

- 1) Open Microsoft Word in 365 (Web)
 - App launcher (grid icon) > Word icon
- 2) Open a new document
 - Create blank document
- 1) Open a new document in Microsoft Word Online
 - Create or Upload > Word document

Document Templates

Create a new Word document based on the Pet Volunteer Opportunity flyer template.

- 1) Open the New window
 - File tab > New
- 2) Create a flyer based on the Pet Volunteer Opportunity template
 - Flyers > Pet Volunteer Opportunity > ENTER > Create
- 3) Save to your course files

Microsoft 365 (Web) and Online steps are indicated below.

- 1) Select the template on the Home page
 - Home page > Create with templates > Search box : Pet Volunteer Opportunity > ENTER > Edit

Open Documents

Place the steps to opening a file in the correct order.

- 1) Select File
- 2) Select Browse
- 3) Select Open

Save Documents

Fill in the blank with the correct word.

Select File > _____ to change the name or location of a document.

- Open
- Save
- Save as
- Create

Save PDFs

Save a document as a PDF.

- 1) Open Save PDFs.docx
- 2) Save the document as a PDF
 - File tab > Save As > Browse > File type drop-down arrow > PDF (*.pdf)
- 3) Save to your course files

Microsoft 365 (Web) and Online steps are indicated below.

- 1) Open Save PDFs.docx
- 2) Save the document as a PDF
 - File tab > Export > Download as PDF > Download

Convert PDFs to Word Documents

- 1) You can open a PDF file in Microsoft Word by selecting File and then Open.
 - True
 - False
- 2) Microsoft Word allows you to open PDF files but you will not be able to edit the file.
 - True
 - False

Word File Types

You can save a Microsoft Word file in the following formats. (Choose all that apply)

- a) .txt
- b) .rtf
- c) .docx
- d) .mov

Identify Extensions

Match the file formats to their correct descriptions.

- a) .docm
- b) .dotx
- c) .dotm

____ Macro-enabled document
____ Template
____ Macro-Enabled Template

Unit 1 Work with Documents

Practice Exercise

Practice using templates.

- 1) Open a new document based on the Festive party flyer
 - File tab > New > Flyers > ENTER
 - Festive party flyer > Create
- 2) Save your document to the Starter Files folder as a PDF
 - File tab > Save As > Browse
 - Save as file type drop-down arrow > PDF (*.pdf) > Save
- 3) Close the document without exiting Word
 - File tab > Close
- 4) Open the Festive party flyer.PDF in Word
 - File tab > Open > On this PC > Starter Files folder
 - Festive party flyer.PDF > Open
- 5) Save to your course files
 - File tab > Save

Microsoft 365 (Web) and Online steps are indicated below.

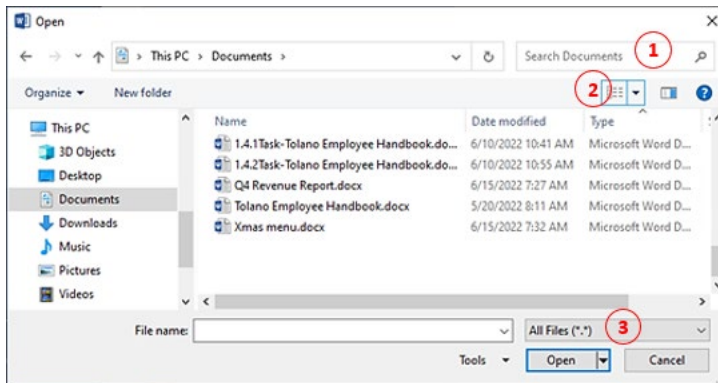
- 1) Open a new document based on the Festive party flyer
 - App launcher (grid icon) > Word icon
 - Search field: Festive Party flyer > ENTER > Edit
- 2) Save your document as a PDF
 - File tab > Export > Download as PDF > Download
- 3) Open the Festive party flyer.PDF in Word
 - File tab > Open > Open files from this device
 - PDF file > Open > Open

Unit 1 Work with Documents

Practice Questions

- 1) Fill in the blanks with the correct words.
All documents are based on a _____ which determines _____ for the document.
 - Template
 - Files
 - Basic Formatting
- 2) You can only open documents from a cloud location.
 - True
 - False
- 3) When you save a file for the first time, the Save as view displays in Backstage.
 - True
 - False
- 4) Which file type extension is used when templates are saved in Office 2019?
 - a) .dotx
 - b) .docx
 - c) .dot
 - d) .doct
- 5) What does PDF refer to?
 - a) Portable Document Format
 - b) Portable Document File
 - c) Personal Default File
 - d) Portable Default Format
- 6) You can convert a PDF file into a Word format but you may also need to edit the file, especially if there are a number of pictures in the PDF file.
 - True
 - False
- 7) Which file type is associated with Word 2007 and later?
 - a) .docx
 - b) .doc
 - c) .dotx
 - d) .dot

- 8) By default, Microsoft displays a list of Word documents in the Open dialog box. Review the following image and select the number that represents the option you would use to view other file types.



- a) 1 Search field
- b) 2 View button
- c) 3 All Files button

Unit 1 Document Settings Learn Tasks

Review Document Statistics

Use the Review tab to display document statistics.

- 1) Open Review Document Statistics.docx
- 2) Display the Word Count dialog box
 - Review tab > Proofing group > Word Count
- 3) Save to your course files

Document Properties

View advanced document properties and all properties.

- 1) Open Document Properties.docx
- 2) Open the Info page to view the Properties
 - File tab > Info > Properties > Advanced Properties > OK
- 3) View the Advanced Properties
 - Properties drop-down arrow > Advanced Properties > OK
- 4) Display All Properties of the document
 - Show All Properties
- 5) Save to your course files

This feature is only available in the desktop version.

Inspect Document

Remove all document properties and personal information.

- 1) Open Inspect Document.docx
- 2) Navigate to the Info page and inspect the document
 - File tab > Info > Check for Issues > Inspect Document
 - Yes > Inspect
- 3) Remove all Document Properties and Personal Information
 - Select Remove All next to Document Properties and Personal Information > Close
- 4) Save to your course files

This feature is only available in the desktop version.

Check Accessibility

Practice checking for Accessibility issues.

- 1) Open Check Accessibility.docx
- 2) Check for accessibility issues in the document
 - File tab > Info > Check for Issues > Check Accessibility

- 3) Review the Media and Illustrations list for missing Alt text
 - First image > Add a description > Save
 - Next arrow > Second image > Mark as decorative
- 4) Save to your course files

Check Compatibility

Check document compatibility for older Word versions.

- 1) Open Check Compatibility.docx
- 2) Check the document for compatibility issues with Office 2010
 - File tab > Info > Check for Issues > Check Compatibility
 - Select Versions to show > Word 2010 > OK
- 3) Save to your course files

This feature is only available in the desktop version.

Print Preview

Fill in the blanks with the correct words.

Open the print preview of a document select the _____ tab then _____ .

- File
- Layout
- View
- Print

Set Print Parameters

Review how to change print settings for a document.

- 1) Open Set Print Parameters.docx
- 2) Display the Print Preview page
 - File tab > Print
- 3) Select the following settings:
 - Printer: OneNote printer
 - Collation: Print One Sided
 - Orientation: Portrait
 - Paper size: A4
 - Margins: Normal
 - Pages Per Sheet: 1 Page Per Sheet > Close
- 4) Save to your course files

Microsoft 365 (Web) and Online steps are indicated below.

- 1) Open Set Print Parameters.docx

- 2) Open the browser Print dialog box
 - File tab > Print
- 3) Select the following settings:
 - Destination: Printer
 - Pages: All
 - Pages Per Sheet: 1 Page Per Sheet
 - Save

Share Documents

Fill in the blanks with the correct words.

You can share documents by _____ the document or giving someone the_____

- Emailing
- Sharing Link
- Hyperlink

Unit 1 Document Settings

Practice Exercise

Practice reviewing document statistics, updating properties, sharing, and fixing accessibility issues.

- 1) Open U1 L3 Practice Exercise.docx
- 2) Review the document statistics
 - Review tab > Proofing group > Word Count > Close
- 3) Change the following document properties
 - File tab > Info > Title: Greece Project
 - File tab > Info > Tags: social science, Greece, assignment
- 4) Share your document that allows editing
 - Share > Share
 - Email address > Send
- 5) Check and fix accessibility issues for the missing object description
 - File tab > Info > Check for Issues > Check Accessibility
 - Media and Illustrations > Missing alt text > Picture 1 > Add a description > Save
 - Next arrow > Picture 2 > Mark as decorative
- 6) Check compatibility issues
 - File tab > Info group > Check for Issues > Check Compatibility > OK
- 7) Check the document for headers, footers, and watermarks, then remove them
 - File tab > Info group > Check for Issues > Inspect Document > Inspect > Remove All Headers, Footers, and Watermarks > Close
- 8) Close the Backstage view
 - Back
- 9) Save to your course files
 - File tab > Save

Microsoft 365 (Web) and Online steps are indicated below.

- 1) Open U1 L3 Practice Exercise.docx
- 2) Review the document statistics
 - Review tab > Proofing group > Word Count > Close
- 3) Share your document that allows editing
 - File tab > Share > Share with people
 - Email address > Send
- 4) Check and fix accessibility issues for the missing object description
 - Review tab > Accessibility group > Check Accessibility
 - Errors > Missing alt text > Picture 1 > Add a description > Save
 - Errors > Missing alt text > Picture 2 > Mark as decorative

Unit 1 Document Settings Practice Questions

- 1) To display statistics for the document, which option would you choose?
 - a) Review tab > Proofing group > Word Count
 - b) Review tab > Proofing group > Thesaurus
 - c) Review tab > Proofing group > Spelling and Grammar
 - d) References tab > Research group > Smart Lookup
- 2) Which option in the Info category of Backstage opens the Document Inspector tool?
 - a) Check for Issues
 - b) Check Accessibility
 - c) Protect Document
 - d) Manage Document
- 3) Which of the following items can have Alt Text applied? (Select all that apply)
 - a) Images
 - b) Charts
 - c) Text
 - d) Citations
- 4) Which tab will you find the Compatibility Checker tool?
 - a) File
 - b) Home
 - c) Review
 - d) View
- 5) You must have a color printer that can print on double-sides of the paper before you can preview the document in Word.
 - True
 - False
- 6) You need to print 3 copies of the monthly newsletter for a meeting. The copies need to be collated. What does this refer to?
 - a) Three copies of page 1 will print first, then the three copies of page 2, and finally three copies of page 3.
 - b) All three pages of the newsletter will be printed and then the remaining two copies of the newsletter will be printed.
- 7) What are the most common methods to share a document? (Select all that apply)
 - a) As an email attachment.
 - b) Send an invitation to share a document with others.
 - c) Save the file to a flash drive that others can copy to their computing device.
 - d) Print a copy of the file and distribute to others.

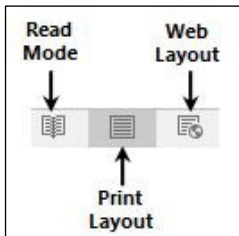
- 8) If you want to send your file as an attachment to three people, why might you choose to send the attachment as a link instead? Select all that apply
- a) The three people only have to click the link to download their own copy of the file for changes.
 - b) Sending a link keeps the email small in size.
 - c) This method is faster if the three people are in the same location.
 - d) The link shows the three people where the file can be found but they cannot save their changes in that location.
- 9) What is the one thing you must have before you can share or invite people to access the shared online file?
- a) You must have a valid account to a OneDrive or SharePoint location that the others also access.
 - b) You must all be connected to the same company network.
 - c) You must the access for everyone to be able to edit the file.

Unit 1 Document Views Learn Tasks

Change the View

Select each of the following from the status bar.

- Read Mode
- Web Layout
- Print Layout



Manage Views

Match the term to the definition.

- a) Read Mode
- b) Print Layout
- c) Web Layout
- d) Outline
- e) Draft

____ Useful for reading a document

____ Use to adjust the overall layout of information on the document page, or to show how the printed document will look

____ Useful for creating pages that will be viewed with web browser

____ Create a document to promote or demote headings in a hierarchical layout.

____ Appropriate for most typing and editing of text.

Manage Outline View

Practice switching to Outline view, promoting/demoting headings, and closing the view.

- 1) Open Manage Outline View.docx
- 2) Switch to the Outline view
 - View tab > Views group > Outline
- 3) Collapse the Corporate Profile level
 - Use the pointer to double-click the + to the left of the Corporate Profile heading
- 4) On page 1, under the Tolano Environmental Consulting heading, demote the New York heading to Level 4

- Navigation pane > Pages > Page 1 > New York
 - Outlining tab > Outline tools > Outline Level drop-down arrow > Level 4
- 5) On page 4, under the Tolano Adventures heading, promote the New York heading to Level 4
- Navigation pane > Page 4 > New York
 - Outlining tab > Outline tools > Outline Level drop-down arrow > Level 4
- 6) Close the Outline view
- Outlining tab > Close group > Close Outline View
- 7) Save to your course files

This feature is only available in the desktop version.

Zoom

Practice adjusting document zoom using the slider, button, and ribbon commands.

- 1) Open Zoom.docx
- 2) Select the Zoom Slider
 - Status bar > Zoom slider
- 3) Select the Zoom Button
 - Status bar > Zoom
- 4) Display the Zoom group on the ribbon
 - View tab > Zoom group
- 5) Zoom to 100%
 - View tab > Zoom group > 100%
- 6) Save to your course files

Split the Window

Fill in the blanks with the correct words.

To split the window, on the _____ tab > _____ group > _____ .

- View
- Window
- Split

Show/Hide ¶

Match the term to the description.

- a) Space character
- b) Tab character
- c) Hard page break
- d) Soft page break
- e) Paragraph mark

____ Inserts every time you use the keyboard button Enter

____ Inserts every time you use the keyboard button Tab

____ Appears when you enter the maximum number of lines per page

Ruler

Display the horizontal and vertical rulers.

- 1) Open Ruler.docx
- 2) Use the View tab to display the Ruler
 - View tab > Show group > Ruler
- 3) Save to your course files

Gridlines

Fill in the blanks with the correct words.

Gridlines are helpful when you want to align items on the page, such as images, shapes, etc. To display gridlines on your pages, on the _____ tab > _____ group > _____ .

- Show
- View
- Gridlines

Unit 1 Document Views Practice Exercise

Practice using rulers, gridlines, nonprinted characters, navigation tools, and window options.

- 1) Open U1 L4 Practice Exercise.docx
- 2) View the ruler and gridlines
 - View tab > Show group > Ruler > Gridlines
- 3) Show the nonprinted characters
 - Home tab > Paragraph group > Show/Hide ¶
- 4) Locate the page break and delete it
 - Scroll down to the Manual Page Break > Place the cursor in front of the page break > DELETE
- 5) Use the status bar to change the document view to Read Mode
 - Status bar > Read Mode
- 6) Use the status bar to return to Print Layout View
 - Status bar > Print Layout View
- 7) Turn off the gridlines
 - View tab > Show group > Gridlines
- 8) Split the window
 - View tab > Window group > Split
- 9) Save to your course files
 - File tab > Save

Microsoft 365 (Web) and Online steps are indicated below.

- 1) Open U1 L4 Practice Exercise.docx
- 2) View the ruler
 - View tab > Show group > Ruler
- 3) Show the nonprinted characters
 - Home tab > Paragraph group > Show/Hide ¶
- 4) Locate the page break and delete it
 - Scroll down to the Manual Page Break > Place the cursor in front of the page break > DELETE
- 5) Change the document view to Reading View
 - View tab > Reading View
- 6) Return to Separate Pages view
 - Edit document drop-down arrow > Edit

Unit 1 Document Views Practice Questions

- 1) Of the three view buttons on the Status bar, which one displays the horizontal and vertical rulers?
 - a) Print Layout
 - b) Read Mode
 - c) Web Layout
- 2) Which of the five views in the View tab does not display the Ribbon at all when active?
 - a) Read Mode
 - b) Print Layout
 - c) Web Layout
 - d) Outline
 - e) Draft
- 3) Match the correct term to the description.
 - a) Promote the text
 - b) Demote the text

____ Moves the text up a level
____ Moves the text down a level
- 4) When you tell Word to show the text at Level 5, what will Word display?
 - a) The titles in the document with Heading 1 to Heading 5 styles.
 - b) All text from page 1 to page 5.
 - c) The first five headings per page.
 - d) All text until Word encounters a Heading 5 style.
- 5) When you select the incremental button at the left side of the Zoom slider, what happens?
 - a) The zoom percentage will decrease the view by 10% at a time.
 - b) The zoom percentage will increase the view by 10% at a time.
 - c) The Zoom dialog box will appear with further options.
 - d) The screen moves down by three lines at a time.
 - e) The screen moves up by three lines at a time.
- 6) If I wanted to view the top of page 3 and the middle of page 6 at the same time, which feature should I activate?
 - a) Split Windows
 - b) Switch Windows
 - c) View Side by Side
 - d) New Window
- 7) Which Ribbon tab will you find the Show/Hide ¶ command?
 - a) Home
 - b) Layout
 - c) View
 - d) Insert

- 8) Which view displays the horizontal and vertical rule once the ruler is active?
- a) Print Layout
 - b) Read Mode
 - c) Web Layout
 - d) Outline
- 9) If you have a number of rectangular boxes on the page that you want to align at a particular measurement, which feature can help you achieve this quickly?
- a) Gridlines
 - b) Rulers
 - c) Show/Hide ¶
 - d) Tab stops
- 10) Match the correct term to the description.
- a) Headings tab
 - b) Pages tab
- ____ Displays the titles by Heading styles
- ____ Displays a thumbnail of each page's content

Unit 1 Create Project

The Create project is designed to allow the application and demonstration of new knowledge, skills, and personal creativity to produce a project-based result while integrating rubric requirements using a checklist.

Tip: While working on your project, remember to save your progress regularly. This will allow you to come back to it later. To continue working, open the document, then launch the platform using the Add-in whenever you're ready.

Begin your project by:

1. Create a new document using a brochure or flyer template
2. Save the document on your computer
3. If needed, open the document
4. Launch XED

Choose from one of the projects below:

- Create a Personal Biography: Use a Word template to write a short personal biography about yourself. Include your name, background, interests, and a fun fact about you.
- Design a Simple Event Flyer: Create a flyer for a school event, club meeting, or family gathering using a Word template. Add a title, date, time, location, and a short description of the event.
- Write a Short Letter: Create a short letter to a friend, family member, or fictional character. Use proper letter formatting, paragraph spacing, and an appropriate closing.
- Your Own Project Proposal: Propose a project idea of your choice to your instructor for approval. The goal is to develop a creative and feasible project idea that aligns with the course objectives and your interests.

Complete a document using the following as a guide/checklist.

- ☐ Use the gridlines and rulers to align images and text
- ☐ Use the Show/Hide to remove unneeded breaks
- ☐ Change the view of the document to ensure you have the desired design
- ☐ Update the document properties to include a document title and your name as the author
- ☐ Inspect the document to ensure there is no hidden text or comments
- ☐ Check the document's accessibility and resolve any issues
- ☐ Save the document as a PDF

Unit 1 Objective Assessment

- 1) You have been tasked with creating an article to be published in an online monthly newsletter. The article needs to have no more than 500 words and at least two photos. They have also asked if you can provide a ready-to-publish professional document. Which software program would you use to create this article?
 - a) Microsoft Word
 - b) Microsoft Publisher
 - c) Microsoft PowerPoint
 - d) Adobe InDesign

- 2) A friend has asked you to help them identify some basic terms on the Word Interface so they can understand the screen. Match the correct term to the description.
 - a) Quick Access Toolbar
 - b) Title Bar
 - c) Tell Me
 - d) Status Bar

____ Frequently used buttons on a toolbar

____ March Sales Figures report name

____ On screen help field

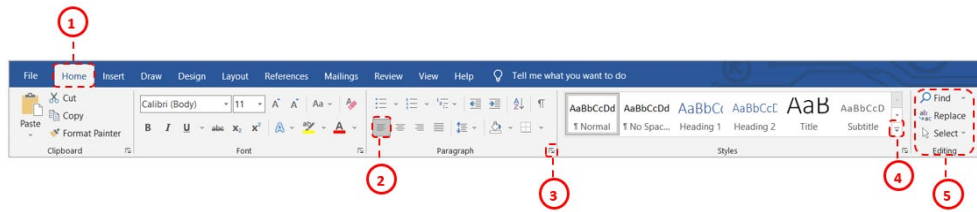
____ Spelling error icon location

- 3) A simple purpose for Backstage is that options in this view are related to things you can do with the entire file itself.
 - True
 - False

- 4) To help a friend who is struggling with learning the new features of Word, which option would you direct them to read and reinforce skills on the screen?
 - a) ScreenTips
 - b) Tell Me
 - c) File tab
 - d) Status Bar

- 5) Word provides a number of tools you can use to complete tasks. Which of the following tools would you use for frequently used actions?
 - a) Quick Access Toolbar
 - b) Ribbon Tabs
 - c) File Tab
 - d) Tell Me

- 6) To demonstrate your understanding of how a Ribbon tab can be set up, review the following image and then match the number to the image with its description.



- a) Active Ribbon tab
- b) Active command
- c) Dialog box launcher button
- d) More button for a gallery
- e) Group of similar commands

____ Active Ribbon tab
____ Active command
____ Dialog box launcher button
____ More button for a gallery
____ Group of similar commands

- 7) One way to learn where commands can be found is to associate them with specific types of tasks. Review the following descriptions and then match the words to the Ribbon tab name that best suits the description.

- a) Home
- b) Insert
- c) Review
- d) References
- e) Layout
- f) Design

____ Commonly used commands such as copy and paste.
____ Insert anything other than text.
____ Check and proof the document before distributing
____ Insert research sources or links for a report.
____ Set up options for how the page will appear.
____ Apply elements to change the page's overall appearance.

- 8) When you launch Word, the Backstage view appears. What can you do next? (Select all that apply)

- a) Create a new blank file
- b) Open an existing file
- c) Save an existing file
- d) Save a new blank file
- e) Print the new blank file

- 9) Many people use the PDF format to share files. Identify which of the following options are benefits of using the PDF format. (Select all that apply)

- a) Maintains the design layout and format for distribution.
- b) Restricts others from editing the file.
- c) Makes the file smaller to use as a link for downloading.
- d) PDF files can be read in any program for easy reviewing.
- e) PDF files are always saved as read-only.

10) You receive a PDF file of the inventory list at the warehouse. The inventory items appear to have been set up as columns. Why might you want to convert this file into a Word document versus an Excel spreadsheet file?

- a) The PDF can be opened and converted directly within Word.
- b) You need to convert the PDF file to a text file before you can open it in Excel.
- c) Word will automatically convert the file into a table format.
- d) Excel will convert the file into a database format.

11) Fill in the blanks with the correct words.

Word automatically assigns a _____ extension to the end of the file name. If you need the file to open in a previous version, you should save the file using _____ extension.

The _____ extension can also be opened by other word processing programs without needing any formatting edits. The easiest file format to open in an application with the _____ extension but it does not include any formatting.

- .docx
- .doc
- .doc
- .txt

12) It is important to check for any accessibility issues before you share documents with others on a global basis. This is crucial when posting online documents with audio or visual elements. How does Alt text help with addressing the accessibility issues? (Select all that apply)

- a) Alt Text provides a description for an object that cannot be identified with a text reader.
- b) Alt Text checks to ensure the text is valid for any translation of the document text.
- c) Alt Text checks that a list of figures is available for all images or objects in the document.
- d) Alt Text is saved with an image file so this file can be used in any online document.

13) Knowing that objects in documents are compatible with higher versions of Word, why is it important you run the Compatibility Checker before sharing a Word 2019 document with a friend who has Word 2007 installed?

- a) Some objects such as SmartArt diagrams are not compatible with previous versions of Word.
- b) Running the Compatibility Checker tells you how much the file will be reduced in size to match Word 2007 requirements.
- c) Computing devices with Word 2007 generally do have enough RAM memory installed to show a document with lots of pictures.
- d) This is not a concern as newer versions of Windows address compatibility issues.

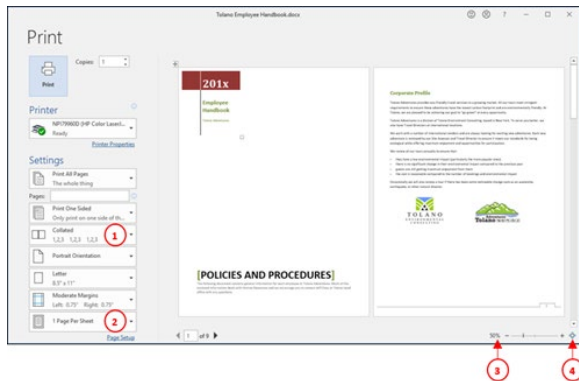
14) Fill in the blanks with the correct words.

When you save documents to a _____ location, you will see different _____ of the file appear in a list.

This can be helpful if you _____ with others on the same file and you want to _____ the changes made to the file yesterday.

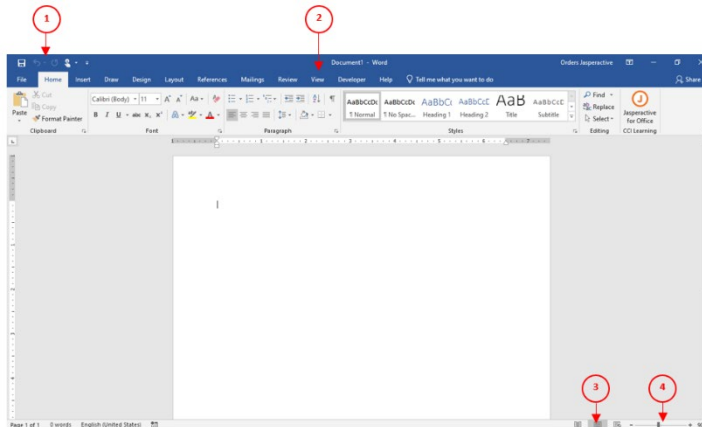
- collaborate
- versions
- cloud
- review

- 15) You can preview your document at any time to view how it will print. In this view, you can adjust the size of the page(s) in the document. Review the following image and then select the number for the feature that enables you to zoom into a single page.



- a) 1
b) 2
c) 3
d) 4
- 16) Just as you are ready to print the final version of the promotional sheet, a friend tells you some last minute changes are needed. This includes customizing the margins, changing the orientation, and possibly adding columns to the bottom portion of the document. Which option would you use to make these changes?
- a) Print parameters in the Preview view of Backstage
b) Select Page Setup in the print parameters and made changes using the options in the Layout tab
- 17) You have been working on an agenda for next month's staff meeting. Now that you are done, you need to share it with your friends. Which is the best method to share the file? (select all that apply)
- a) Send the file via email to everyone.
b) Save it to your OneDrive Personal location.
c) Send an invite to your friends with a link to the online file
d) Save the file to a central Teams location.
- 18) You are working on a project at home and currently do not have access to your files on the school network (Internet is active but the school network is down for maintenance). Which is the best option to send the work you've done on the project to your team members?
- a) Send the file via email as an attachment.
b) Save the file to USB that can be shared between your team members.
c) Go to the public library where you can send the file to the school network.
d) Ask the team to come to your home to get a printout.

- 19) There are a number of ways you can change the view of the document contents. Review the following image and select the number that identifies the View buttons.



- a) 1
b) 2
c) 3
d) 4
- 20) Knowing that you can change the view as required, review the following terms and descriptions and match the terms to correctly identify when you would use this view.
- a) Read Mode
b) Print Layout
c) Web Layout
d) Outline
e) Draft
- ____ Read the document as if it were a book.
____ Show all items in the document as if this were a printout.
____ Show the page as if viewing it on a web browser.
____ Create a table of contents to show the flow of the topics in the document.
____ Focus on entering the text content in the document.
- 21) Depending on the document, you may need to zoom in or out of areas in a document to see more or less detail. Why would using the Zoom Level button to change the zoom be faster to return to 100%?
- a) The Zoom dialog box appears where you can then 100% and then OK.
b) This button automatically returns to 100% when selected.
c) You need only to double-click this button to return to 100%.
d) It automatically returns you to the last percentage used for the zoom.
- 22) Showing the formatting characters on the screen can be beneficial when editing the text. Review the following points and select those which could be included as a benefit. (select all that apply)
- a) You can quickly delete extra tab characters that affect the alignment of text.
b) You can quickly identify if there are extra blank lines you don't need in the file.
c) You can identify where the alignment of text was changed.
d) You can see if you need to add more spacing or images in the document.

- 23) You want to create a diagram that shows the process for a sales strategy and want to display gridlines to help align the text boxes. Which Ribbon tab will you find the Gridlines feature?
- a) View
 - b) Insert
 - c) Draw
 - d) Design
- 24) There are requirements you need to consider before sharing your files to an online storage location such as OneDrive. Review the following items and select the appropriate response for each of the items.
- a) Have a Microsoft account.
 - b) Access to a valid OneDrive business or school location.
 - c) Invite others to view or edit the file.
 - d) Must use Edge as the web browser.
 - e) File must be 100Kb in size or smaller.

Word Unit 1 Key Terms

Term	Definition
.docx	The file type associated with Microsoft Word 2007 and later and is automatically assigned to the end of a file name.
Accessibility Checker	A feature you can use to ensure that a document can be accessed globally on various devices for users with accessibility issues, such as visual or audio impairment.
Backstage	The view that appears when you select the File tab. It provides commands that deal with the entire file.
Compatibility Checker	A feature you can use to ensure that a document can be opened in older versions of Word or in a different format that may be required for another program.
Contextual Tabs	A hidden tab or menu that appears when objects, such as text, images, or other elements are selected.
Dialog Box Launcher	The button at the lower right of a Ribbon group that displays a dialog box or pane with more options for specific features.
Document Inspector	A feature you can use to check a document for items you may not want others to view if you share the document, such as personal information.
File Formats	The standard way that information is encoded in an electronic file. The file format is indicated by the file name extension.
Go To Feature	A quick method of jumping to a specific page.
Gridlines	A feature to help align items on a page such as images and shapes.
Navigation Pane	When active, a pane appears on the screen to help you search for text and displays the results by headings, pages, or a list of the results in the document.
Page Orientation	The direction of the paper for text flow. Portrait uses the length of the paper vertically. Landscape uses the length of the paper horizontally.
PDF	A file format used to maintain the design layout and format of a file for distribution to others, restrict the editing of file contents, or to make a file smaller so it can be set up as a link on a website for downloading.
Quick Access Toolbar	Contains popular commands such as Save, Undo, and Redo. This toolbar can be customized for those commands you use frequently.
Ribbon	A collection of tabs located directly below the title bar, which provides quick access to commands required to complete a task.
Ribbon Groups	The groupings on each ribbon tab containing commands for specific tasks.
Ribbon Tabs	A collection of command buttons organized into logical groups that relate to a type of activity.
Save	The command used to store a document.
Save As	The command used to save an existing document with a new name or to a different location.
ScreenTip	A feature in which a small pop-up window appears when a mouse pointer hovers over an icon or button. The pop-up window will provide details that explain the icon's or button's function.

Template	Pre-designed document that can be used to create a specific type of document. Setting up a template enables documents to have a consistent look.
View Options	Different ways of being able to view the document, usually to assist in working with the text, page layout, web layout, an outline, or reading.
Zoom	A feature that enables you to enlarge or decrease your view of the document.