

Word Basics

Test questions

1. Creating document
2. Processing document
3. Forming document
4. Printing document
5. Auto Text
6. Format pattern
7. Creating table
8. Formatting table
9. Character and Paragraph Formats

Creating Document

Task: Formatting heading

1.1 How can a format pattern be changed?

- ? With click in the menu **Format** on **Format Pattern**.
- ? With click in the **Processing** Menu.
- ? By pushing the **Tabulator Key**
- ? With the key combination **Strg.+V**.

Task: Formatting revoking

1.2 You have assigned the format pattern "heading 1" to a paragraph. How can the automatic formatting immediately be cancelled again after this?

- ? With click on the button **Recovering** of the symbol bar **Standard**.
- ? With click on the button **Regressive** of the symbol bar **Standard**.

Task: Function to automate

1.3 The functions to the automatic Inserting, Formatting and Correcting should be summarized . How is the dialog field called?

- ? About the command **Options** in the Menu **Extras**
- ? About the key combination **ALT+F3**.
- ? About the command **AutoCorrection** in the Menu **Extras**.
- ? About the command **AutoFormat** in the Menu **Format**.

Task: Spelling Correction

1.4 The word "Panning" written wrongly was indicated by the automatic spelling verification in the document. With which commands can a correction be carried out in the context menu?

- ? Planning
- ? Ignoring all of them
- ? AutoCorrection
- ? Language
- ? ABC Orthography

Task: AutoCorrection in the Context Menu

1.5 What happens, if the command AutoCorrection, planning is called in the context menu of the word "panning"?

Correct	False	
?	?	The word "panning" is added to the dictionary.
?	?	The dialog box AutoCorrection is called.
?	?	In future the current writing mistake is always corrected automatically.
?	?	The writing mistake is corrected automatically.

Processing Document

Task: Inserting data from the Clipboard

2.1 Several texts already are filed in the Clipboard. How can the content copied last be inserted in a document?

- ? With click on the **Inserting** button of the symbol bar **Standard**.
- ? About the corresponding **command** in the **Inserting** menu.
- ? With right click on the target position in the document.
- ? About the corresponding button of the symbol bar **Clipboard**.

Task: Drag & Drop

2.2 A sentence of a document shall be moved with Drag & Drop to another place of the document. Which work steps must be executed at this?

Correct	False	
?	?	Drawing text at depressed left mouse button to the target.
?	?	Moving Command Here selecting from the context menu .
?	?	Marking Text.
?	?	Insert Text by click on the button Inserting at the target position.

Task: Inserting Graphic

2.3 Which prerequisites are necessary to insert a graphic in the Word document?

Correct	False	
?	?	The Graphic must be copied before inserting.
?	?	The symbol bar Drawing must be flashed.
?	?	A Graphic program must be installed.
?	?	The cursor position must be put to the target position.

Task: Placing text freely

2.4 A couple of centimetres below a text a new sentence shall be entered. With which procedure does this at the fastest turn out well?

- ? Calling the corresponding command in the menu **Extras**
- ? Executing a double click at the target position.
- ? Calling the corresponding command from the context menu of the target position.
- ? Executing a click on the button of the symbol bar **format** concerned.

Task: Drag & Drop

2.5 The Drag & Drop technology offer a fast and comfortable way to displace or to copy texts between two documents. Which statements apply to this technology?

Correct	False	
?	?	The text is moved by Drag & Drop with the left mouse button.
?	?	The text must have been marked before.
?	?	Drag & Drop with the right mouse button open a context menu .

Forming Document

Task: Creating Head and Footer line

3.1 A Logo as well as a text shall be inserted on every side of a document. Over which menu a Head and Footer line can be made for this?

- ? Process
- ? View
- ? Insert
- ? Extras

Task: Format “Columns”

3.2 An area within a document was formatted into 2 columns. With which formatting character is this area delimited from the single-column text?

- ? Paragraph marker
- ? Page turning
- ? Section turning

Task: Inserting Graphic

3.3 A graphic shall be inserted in a document. Over which menu can you insert a graphic?

- ? Insert
- ? File
- ? Process
- ? Extras

Task: Tabulation Stop

3.4 A tabulation stop shall be set. Which orientation possibilities do you have?

Correct	False	
?	?	Left
?	?	Centered
?	?	Horizontal line
?	?	Decimal
?	?	Vertical line
?	?	Right

Printing Document

Task: Setting Margins

4.1 How can a change of the margins be set?

- ? About the command **Adapting** in the menu **Extras**
- ? About the command **Page layout** in the menu **View**.
- ? About the command **Page set up** in the menu **File**.
- ? About the command **Properties** in the menu **File**.

Task: Printing preparation

4.2 Bigger spaces are in a text between the single words. How can these spaces be removed?

Correct	False	
?	?	Adapting of the Text feeds in the dialog box Paragraph .
?	?	Calling of the command Page layout in the menu View .
?	?	Widening of the margins in the dialog box Page set up .
?	?	Activating the automatic syllabification in the menu Extras .

Task: Replacing printer

4.3 Several printers are installed on a computer. How can you define on which printer the document shall be printed?

- ? About the dialog box **Printing** in the menu **File**.
- ? About the dialog box **Adapting** in the menu **Extras**
- ? About the button **Printing** in the symbol bar **Standard**.
- ? About the command **Replacing** in the menu **Processing**.

Task: Side View

4.4 With help of which button you can change to the side view?

AutoText

Task: Inserting AutoText

5.1 Where stands the Auto Text thematically sorts entries for the takeover at the disposal?

- ? In the sub menu **AutoText** of the menu **Inserting**
- ? On the register map **AutoText** in the dialog box **AutoCorrection**.
- ? In the submenu **Macros** of the menu **Extras**.

Task: Dialog Box “AutoCorrection” AutoText

5.2 The sentence “ All best for your future” was entered into the entry field. What does happen, if the button Add is activated in this working situation?

Correct	False	
?	?	The dialog box Creating AutoText is opened automatically.
?	?	A query for the allocation of the AutoText-Name appears.
?	?	An AutoText-Entry is made and put in order into the list.
?	?	The dialog box AutoCorrection is closed.

Task: Inserting AutoText

5.3 To display a list of all available AutoText-Entries, which button must be depressed while you point on AutoText?

Format Pattern

Task: Allocating Format Pattern

6.1 You want to allocate a format pattern to a paragraph. How can a list be opened at the disposal of stationary format pattern?

- ? About the command in the menu **View**.
- ? About the command in the **Context Menu** of the **Paragraph**.
- ? With double click into the **Marking Bar** before the **Paragraph** to be marked.
- ? With click on the arrow of the corresponding list field in the symbol bar's **Format**.

Task: Processing Format Pattern

6.2 The formatting of the format pattern shall be changed. You number the order for the work steps after.

- ? Calling dialog box **Format Pattern**.
- ? Selecting a dialog to the Formatting.
- ? Calling dialog box **Format**
- ? Marking the corresponding section.
- ? Allocating select dialog.

6.3 A format pattern was changed. What you must arrange for, that the processed format pattern be only available for the current document?

Creating Table

Task: Creating table

7.1 A table shall be inserted into a document. Over which button do you reach this at the fastest?

- ? About the menu **Table**.
- ? About the character Inserting Table in the **Symbol Bar**.
- ? With **Strg.+S**.

Task: Marking Column

7.2 Which procedures stand you by the choice, if you want to mark a table column?

- ? Double click in front of the left margin of the column.
- ? Clicking on the above column margin.
- ? Calling the adequate command in the **context menu** of the column.
- ? Double click into the column in question.

Task: Connecting Cells

7.3 How can several cells get connected to each other?

Task: Marking Cells

7.4 Which procedures do you have at your disposal, if a line in the table shall be marked?

- ? Clicking into the cell in question twice.
- ? Clicking on the above line margin.
- ? Clicking in front of the left margin of the cell in question.
- ? Calling the adequate command of the **context menu** of the cell.

Task: Inserting Cell

7.5 How can a new cell be inserted at the bottom of the table?

- | Correct | False | |
|---------|-------|---|
| ? | ? | By pressing the button KEY_TAB . |
| ? | ? | About the corresponding command in the INSERTING menu. |
| ? | ? | By pushing the Enter Key . |

Task: Inserting Column

7.6 A new column shall be inserted into a table. What happens?

- ? All column widths are adapted to the page width.
- ? The table is cut off at the right margin.

Formatting Table

Task: Adapting table

8.1 You have marked a column. What happens, if you keep the left mouse button pressed and the mouse pointer is pulled next to the table to the right?

- ? The marked column is copied.
- ? The marked column is displaced.
- ? The marked column is deleted.

Task: Widening column

8.2 A column shall be widened in a table. About which procedure do you reach your target?

- ? By pressing the button **Strg.+B**.
- ? About the command **AutoAdapting Content** in the Table menu.
- ? Through a manual change of the column width over the **Ruler**.

Task: Deleting Line

8.3 How can a marked table line be deleted from the table?

- ? By pressing the button **Delete**.
- ? Via **Drag & Drop** with the right mouse button.
- ? About the corresponding command in the menu **Table**.
- ? About the corresponding button in the symbol bar **Standard**.

Task: Orienting Text

8.4 The text in your table shall be changed into a horizontal position. How do you come to the target at the fastest?

- ? With click on the right mouse button, then **Text Orientation**.
- ? Click on **Format ? Text Orientation**.

Task: Formatting Table

8.5 Which of the following formats and functions can be applied to tables?

Correct	False	
?	?	Frame
?	?	AutoFormat
?	?	Sort

Character and Paragraph Formats

Task: Transferring Format

9.1 A marked text shall be copied into another paragraph. About which button you can transfer the format?

Task: Allocating Character Format

9.2 In a document the character format of the heading shall be put into "small capitals". You must start with which work step?

- ? Marking the **heading**.
- ? Calling the dialog box **Drawing**.

Task: Processing Enumeration Characters

9.3 How can enumeration characters of marked paragraphs be changed in hyphen?

- ? About manual **Overwriting** of the current **enumeration characters**.
- ? About the command **Symbol** in the menu **Inserting**.
- ? About the button **Enumeration** in the Symbol Bar **Format**.
- ? About the dialog box **Numbering** and **Enumeration Characters** in the menu **Format**.

Task: Numbering and Enumeration Characters

9.3 About which buttons do you reach the selection list of the numberings and enumeration characters?

Evaluation to the complex of questions Word Basics:

1. Creating Document

1.1	1
1.2	2
1.3	3
1.4	1,3,5
1.5	3,4 / 1,2

2. Processing Document

2.1	2,4
2.2	1,3 / 2,4
2.3	4 / 1,2,3
2.4	2
2.5	1,2,3

3. Forming Document

3.1	2
3.2	3
3.3	1
3.4	1,2,4,5,6 / 3

4. Printing Document

4.1	3
4.2	1,2,3 / 4
4.3	1
4.4	Image (sheet with loupe) Side View as well as File ? Side View

5. AutoText

5.1	1
5.2	2 / 1,3,4
5.3	Shift-Key

6. Format Pattern

6.1	4
6.2	3,4,2,1,5
6.3	<input data-bbox="331 1861 429 1906" type="text" value="?"/> Taking on to the pattern

7. Creating Table

7.1	2
7.2	2
7.3	Cells, which shall get connected to each other, must be marked first of all. The button Connecting Cell is to click in the context menu.
7.4	3
7.5	1 / 2,3
7.6	1

8. Formatting Table

8.1	2
8.2	2
8.3	2
8.4	1
8.5	1,2,3 / -

9. Character- and Paragraph Formats

9.1	With the brush
9.2	1
9.3	4
9.4	About the button Format