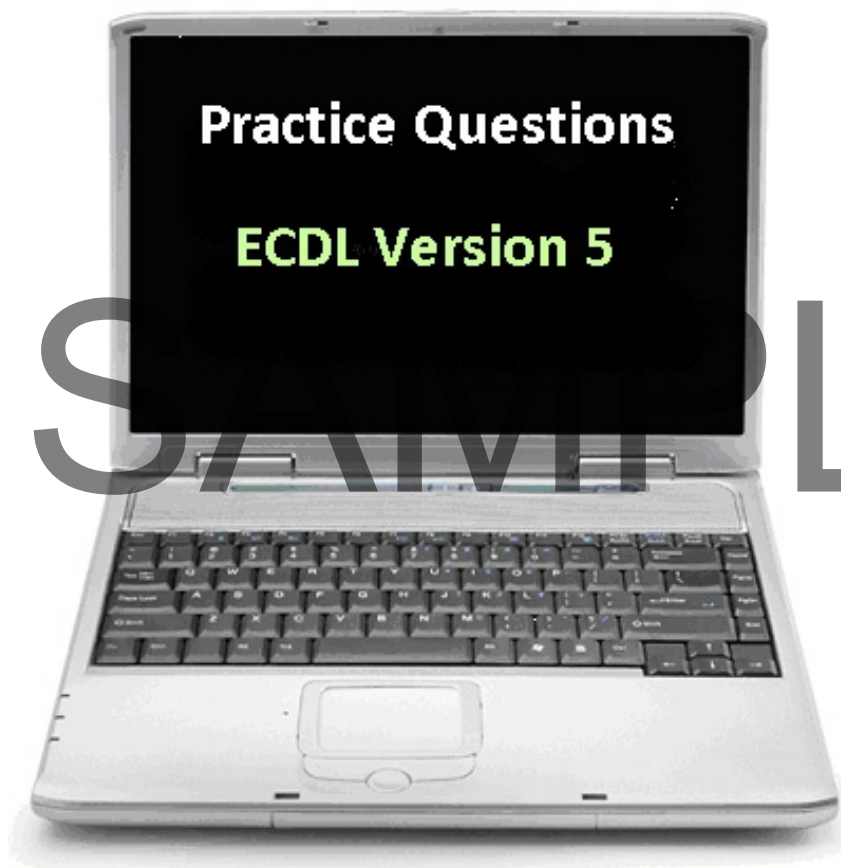


BCS IT User Series

Word Processing

Using Word 2007



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PRACTICE QUESTIONS**

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SAMPLE

Using the Application - Quiz 1

1) What is the function of this icon?



- a) Open.
- b) Close.
- c) Save.
- d) New.

2) What is the function of this icon?



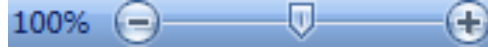
- a) Open.
- b) Close.
- c) Save.
- d) New.

3) What is the function of this icon?



- a) Open.
- b) Close.
- c) Save.
- d) New.

4) What is the function of this icon?



- a) Font Size.
- b) Landscape.
- c) Zoom level.
- d) Screen width.

5) What is the function of this icon?



- a) New.
- b) Open.
- c) Close.
- d) Save As.

SAMPLE



Using the Application - Quiz 2

1) Open a document.

- a) Alt+O.
- b) Shift+N.
- c) Ctrl+O.
- d) Shift+O.

2) Create a new document.

- a) Shift+N.
- b) Ctrl+N.
- c) Alt+O.
- d) Ctrl+O.

3) Save a document.

- a) Ctrl+S.
- b) Tab+S.
- c) Alt+S.
- d) Shift+S.

4) Switch between open documents.

- a) Alt+Tab.
- b) F1.
- c) F9.
- d) Ctrl+N.

5) Display the help window.

- a) Alt+O.
- b) Shift+F9.
- c) F1.
- d) F6.

6) Close a document.

- a) Alt+O.
- b) Alt+F4.
- c) Ctrl+F4.
- d) Shift+F4.

7) Toggle the display of a task pane.

- a) Alt+O.
- b) Shift+O.
- c) Ctrl+F1.
- d) Shift+F1.

8) Display the Save As dialog box.

- a) Shift+F1.
- b) F1.
- c) F12.
- d) F3.

9) Close the Word program.

- a) Alt+Tab.
- b) F1.
- c) Alt+F4.
- d) Ctrl+F4.

SAMPLE



Using the Application - Quiz 3

- 1) Open the Microsoft Word program.
- 2) Display the **Open** dialog box.
- 3) Display the contents of the **Documents** folder. Then display the contents of the **Microsoft Word Samples** folder, which is located under the **Documents** folder.
- 4) Open a Word document called **Sales 2006**. Open two more Word documents called **Sales 2007** and **Sales 2008**.
- 5) Practice switching between the three documents.
- 6) Close the **Sales 2006** and **Sales 2007** documents.
- 7) Create a new document, and type your name into the document.
- 8) Save the document you have just created, into the **Microsoft Word Samples** folder, using the file name, **Names**.
- 9) Close all open documents and then close the Microsoft Word program. Restart the Word program.
- 10) Open a file called **Sales 2008**, and then save the file using the Rich Text Format (RTF) (within the **Microsoft Word Samples** folder).
- 11) Save the file in a format that is compatible with an earlier version of Word, (within the **Microsoft Word Samples** folder).
- 12) Save the file with a plain text format, (within the **Microsoft Word Samples** folder).
- 13) Save the file as a document template.
- 14) Close the Microsoft Word program, and then reopen the program. Open a file called **Font Size**. Make a note of the current zoom magnification level.
- 15) Increase the zoom magnification so that you can read the bottom line of text. Restore the zoom magnification to the original level.
- 16) Modify the default Word file location, to point to the **Microsoft Word Samples** folder, located under the **Documents** folder.
- 17) Open a document called **Show Hide**. Display the tabs set within the document using show/hide. How many tabs can you see? Close the document.



Using the Application - Quiz 4

- 1) Create a new document based on a **Fax** template. Enter information into the document and save the document using the file name '**My Fax Page**', in the **Microsoft Word Samples** folder, which is located under the **Documents** folder.
- 2) Create a new document based on a **Memo** template. Enter information into the document and save the document using the file name '**My Memo Page**', in the **Microsoft Word Samples** folder, which is located under the **Documents** folder.
- 3) Create a new document based on an **Agenda** template. Enter information into the document and save the document using the file name '**My Agenda Page**', in the **Microsoft Word Samples** folder, which is located under the **Documents** folder.
- 4) Display Help relating to 'what's new' in your version of Microsoft Word.
- 5) Print out a page of Help information.
- 6) If your computer is connected to the Internet, display an online Help page.
- 7) Change the Word set up options so that it stores your name as the 'user name'.
- 8) Set the default opening and saving folder to the **Microsoft Word Samples** folder, which is located under the **Documents** folder.
- 9) Open a document called **Data**. Save the file using the name '**Text data**', as a **text file**, within the **Microsoft Word Samples** folder, which is located under the **Documents** folder. Close the file.
- 10) Open a document called '**Annual Sales**'. Save the document as a template in the **Microsoft Word Samples** folder, which is located under the **Documents** folder.
- 11) Open a document called '**Annual Sales**'. Save the document using an alternative file format, such as Microsoft Works.
- 12) Close all open documents and close Word.

Document Creation - Quiz 1

1) Select to the end of a line.

- a) Home.
- b) Shift+End.
- c) Alt+Home.
- d) Alt+End.

2) Select to the end of a paragraph.

- a) Alt+End.
- b) Ctrl+Shift+Down Arrow.
- c) Alt+Shift.
- d) Ctrl+End.

3) Select to the start of a line.

- a) Shift+Home.
- b) Shift+End.
- c) Ctrl+Home.
- d) Ctrl+F9.

4) Select to the start of a document

- a) Ctrl+Shift+Home.
- b) Alt+Shift+Home.
- c) Alt+Shift+F6.
- d) Alt+Shift.

5) Select to the end of a document

- a) Alt+End.
- b) Alt+Home.
- c) Ctrl+Home.
- d) Ctrl+Shift+End.

6) Select the entire document

- a) Ctrl+A.
- b) Ctrl+S.
- c) Ctrl+B.
- d) Ctrl+C.

7) Insert the copyright symbol

- a) Home+C.
- b) Alt+C.
- c) Alt+Ctrl+C.
- d) F10.

8) Insert the registered trademark symbol.

- a) Alt+Ctrl+R.
- b) Alt+T.
- c) Alt+M.
- d) Shift+T.

9) Insert the trademark symbol

- a) Alt+T.
- b) Alt+S.
- c) Alt+Home.
- d) Alt+Ctrl+T.

10) Undo the last action

- a) F8.
- b) Ctrl+J.
- c) Ctrl+A.
- d) Ctrl+Z.

11) Redo the last action

- a) F8.
- b) Ctrl+Y.
- c) Ctrl+R.
- d) Ctrl+Z.

12) Display the Find dialog box within Word

- a) Ctrl+D.
- b) Ctrl+H.
- c) Ctrl+A.
- d) Ctrl+F.

13) Display the Replace dialog box within Word

- a) Ctrl+A.
- b) Ctrl+H.
- c) Ctrl+M.
- d) Ctrl+R.

14) Move selected text within Word to the Clipboard.

- a) Ctrl+C.
- b) Ctrl+V.
- c) Ctrl+X.
- d) Ctrl+A.

Document Creation - Quiz 2

- 1) Open a document called **Manipulating Text**, located within the **Microsoft Word Samples** folder, which in turn is under the **Documents** folder.
- 2) Follow the instructions within the document and move a line of text, to the end of the document.
- 3) Follow the instructions within the document to insert your name.
- 4) Insert the trademark symbol, as indicated within the document.
- 5) Insert the registered trademark symbol, within the document.
- 6) Insert the copyright symbol, as indicated within the document.
- 7) As directed within the document, practice selecting a single character.
- 8) As directed within the document, practice selecting a single word.
- 9) As directed within the document, practice selecting a line.
- 10) As directed within the document, practice selecting a sentence.
- 11) As directed, practice selecting an entire paragraph.
- 12) As directed within the document, practice selecting all the text.
- 13) As directed within the document, delete a paragraph above
- 14) Undo the deletion. Then redo this deletion.
- 15) As directed, copy a line of text to the start of the document.
- 16) Use the 'Find' facility to find the word '**PowerPoint**'.
- 17) Find the phrase '**start of the document**'.
- 18) Use 'Replace' to replace the text '**MS**' with the text '**Microsoft**'.
- 19) Use the 'Replace' facility to replace the phrase '**the MS Office family of products**' with the text '**Microsoft Office**'.
- 20) View the open document in a range of different views, such as Normal, Print Layout, Outline and Full Screen. Also view the document within the Print Preview layout.
- 21) Save your changes and close Microsoft Word.

SAMPLE



Document Creation - Quiz 3

- 1) Open a document called **Editing**, located within the **Microsoft Word Samples** folder, which in turn is under the **Documents** folder.
- 2) Within the first paragraph, insert the letter '**a**' to correct the sentence.
- 3) Within the second paragraph, insert the word '**line**' after the word '**This**'.
- 4) Within the third line select the word '**line**' and overtype the word '**paragraph**'.
- 5) Open the document called '**One**'. Open another document called '**Two**'.
- 6) Within the document called **One**, copy line '**a**' to the bottom of the document.
- 7) Within the document called **One**, copy line '**b**' to the document called **Two**.
- 8) Within the document called **One**, move line '**c**' to the bottom of this document.
- 9) Move line '**d**' to the document called **Two**.
- 10) Open a document called **Deletion**.
- 12) Delete a word within the document, as directed within the document.
- 13) Delete a line within the document, as directed within the document.
- 14) Use the **Show/Hide** icon to display the non-printing formatting marks in this document.
- 15) Hide the non-printing formatting marks from view.
- 16) Save your changes and close Word.



Formatting - Quiz 1

1) What is the function of this icon?



- a) Bold.
- b) Italic.
- c) Underline.
- d) Blue colour.

2) What is the function of this icon?



- a) Spell check.
- b) Increase font size.
- c) Decrease font size.
- d) Font colour.

3) What is the function of this icon?



- a) Left align.
- b) Right align.
- c) Centre.
- d) Justify.

4) What is the function of this icon?



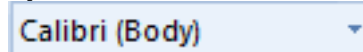
- a) Left Align.
- b) Right Align.
- c) Bullets.
- d) Numbering.

5) What is the function of this icon?



- a) Left Align.
- b) Right Align.
- c) Bullets.
- d) Numbering

6) What is the function of this icon?



- a) Left Align.
- b) Right Align.
- c) Font Size.
- d) Font Type.

7) What is the function of this icon?



- a) Left align.
- b) Right align.
- c) Increase Indent.
- d) Decrease indent.

8) What is the function of this icon?



- a) Font size.
- b) Font colour.
- c) Foreground colour.
- d) Background colour.

Formatting - Quiz 2

1) Apply bold formatting.

- a) Ctrl+A.
- b) Ctrl+B.
- c) Shift+B.
- d) Alt+B.

2) Apply italic formatting.

- a) Alt+S.
- b) Ctrl+Spacebar.
- c) Alt+I.
- d) Ctrl+I.

3) Apply underline formatting.

- a) Alt+I.
- b) Ctrl+U.
- c) Alt+I.
- d) Ctrl+U.

4) Justify text.

- a) Ctrl+A.
- b) Ctrl+J.
- c) Ctrl+K.
- d) Ctrl+D.

5) Increase font size by exactly 1 pt.

- a) Ctrl+1.
- b) Ctrl+2.
- c) Ctrl+3.
- d) Ctrl+].

6) Decrease font size by exactly 1 pt.

- a) Ctrl+1.
- b) Ctrl+[.
- c) Ctrl+A.
- d) Ctrl+S.

7) Indent a paragraph from the right.

- a) Ctrl+L.
- b) Ctrl+R.
- c) Ctrl+A.
- d) Ctrl+S.

8) Indent a paragraph from the left.

- a) Ctrl+L.
- b) Ctrl+R.
- c) Ctrl+A.
- d) Ctrl+S.

9) Apply subscript formatting.

- a) Ctrl+Equals sign.
- b) Ctrl+S.
- c) Alt+S.
- d) Shift+S.

10) Apply double underlining.

- a) Ctrl+T.
- b) Ctrl+Shift+D.
- c) Ctrl+D.
- d) Alt+D.

11) Remove paragraph formatting

- a) Ctrl+P.
- b) Ctrl+Q.
- c) Ctrl+L.
- d) Ctrl+S.

12) Remove manual character formatting.

- a) Ctrl+A.
- b) Ctrl+Spacebar.
- c) Ctrl+R.
- d) Ctrl+C.

SAMPLE

Formatting - Quiz 3

1) Horizontal text alignment options include. Left, right, centre and...

- a) Sideways.
- b) Up.
- c) Justify.
- d) Down.

2) The 2 in the formula E=MC² is formatted using:

E=MC²

- a) Subscript.
- b) Superscript.
- c) Lower case.
- d) All caps.

3) The 2 in the formula H₂O is formatted using.

H₂O

- a) Subscript.
- b) Superscript.
- c) Lower case.
- d) All caps.

4) To insert a soft carriage return (line break), press the Enter key while depressing which other key

- a) Alt.
- b) Ctrl.
- c) Shift.
- d) Tab.

5) The default text colour is white. Is this true or false?

- a) True.
- b) False.

6) Paragraph marks are displayed by default. Is this true or false?

- a) True.
- b) False.

7) Adding a line around selected text involves adding a:

- a) Fill colour.
- b) Border.
- c) Field.
- d) Shadow.

SAMPLE



Formatting - Quiz 4

- 1) Open a file called **Formatting-01**, located in the **Microsoft Word Samples** folder, which in turn is contained within the **Documents** folder.
- 2) There are four tab spaces within the document. Find them and remove them (use show / hide to see them).
- 3) Remove indenting from a paragraph, as indicated within the document.
- 4) Remove numbering formatting from the list within the document.
- 5) Remove bulleted formatting from the list within the document.
- 6) Change the colour of the text used by one of the paragraphs within the document.
- 7) Change the font type used by one of the paragraphs within the document.
- 8) Change the font size used by one of the paragraphs within the document.
- 9) Change the capitalisation used by one of the paragraphs, so that it is displayed using only upper case letters.
- 10) Apply a heading style to one of the paragraphs.
- 11) Apply double line spacing to the paragraph that you removed the indent from.
- 12) Apply bullet style formatting to one of the lists, and use one of the alternative bullet styles.
- 13) Apply numbering style formatting to one of the lists, and use one of the alternative numbering styles.
- 14) Save your changes and close the document.

SAMPLE

Formatting - Quiz 5

- 1) Open a file called **Formatting-02**, located in the **Microsoft Word Samples** folder, which in turn is contained within the **Documents** folder.
- 2) Change the case of the first line, so that it is displayed as all upper case.
- 3) Format the list of countries so that they are bulleted.
- 4) Centre the top line.
- 5) Justify the text in the last paragraph.
- 6) Indent the second line.
- 7) Save your changes and close the document.
- 8) Open a document called **Hyphenation**. Experiment with enabling and disabling automatic hyphenation.
- 9) Open a document called **Styles**. As directed within the document, apply a style to a word, a line and to a whole paragraph. Save your changes and close the document.
- 10) Open a document called **Tabs** located in the **Microsoft Word Samples** folder, which in turn is contained within the **Documents** folder.
- 11) Format the tabs to align the first item in each row (i.e. the sales region), to the left.
- 12) Format the tabs to centre align the second item in each row (i.e. the names).
- 13) Format the tabs to decimal align the third item in each row (i.e. the sales values).
- 14) Format the tabs to align the fourth item in each row (i.e. the sales targets), to the right.
- 15) Save the document.
- 16) Remove all the tabs within the document.
- 17) Insert tab spaces between each item within the document.
- 18) Save the document as **My tabs** and close Microsoft Word.

Formatting - Quiz 6

- 1) Open a file called **Formatting-03**, located in the **Microsoft Word Samples** folder, which in turn is contained within the **Documents** folder.
- 2) Align paragraph (a) to the left.
- 3) Align paragraph (b) to the right.
- 4) Centre paragraph (c).
- 5) Apply bold formatting to paragraph (d).
- 6) Apply italic formatting to paragraph (e).
- 7) Apply underline formatting to paragraph (f).
- 8) Apply bold and italic formatting to paragraph (d).
- 9) Apply italic and underlining formatting to paragraph (e).
- 10) Apply bold and italic formatting to paragraph (f).
- 11) Format the formula for water, as illustrated within the document.
- 12) Format Einstein's formula, as illustrated within the document.
- 13) Format the text within paragraph (j) so that it uses normal sentence case formatting.
- 14) Format the text within paragraph (k) so that it uses 'title case' formatting.
- 15) Remove the line break within paragraph (l).
- 16) Insert a line break within paragraph (m).
- 17) Copy the formatting from one paragraph to another, at the bottom of the document.
- 18) Justify the text within paragraph (n).
- 19) Select the word formatting in paragraph (d) and apply a style to this text only.
- 20) Save your changes and close Microsoft Word.

SAMPLE



Formatting - Quiz 7

- 1) Open a file called **Formatting-04**, located in the **Microsoft Word Samples** folder, which in turn is contained within the **Documents** folder.
- 2) Apply a left indent to paragraph (b).
- 3) Apply a right indent to paragraph (c).
- 4) Apply a left and right indent to paragraph (d).
- 5) Apply indenting to just the first line within paragraph (e).
- 6) Apply an indent to the first line of paragraph (f).
- 7) Apply single underlining to the first sentence within paragraph (g).
- 8) Apply double underlining to the first sentence within paragraph (h).
- 9) Open a file called **Formatting-05**, located in the **Microsoft Word Samples** folder, which in turn is contained within the **Documents** folder.
- 10) Apply 1.5 line spacing above and below paragraph (b).
- 11) Apply single line spacing above and below paragraph (b).
- 12) Double the spacing above and below paragraph (b).
- 13) Apply a box border to paragraph (f).
- 14) Apply a shading effect to paragraph (f).
- 15) Apply a background colour to paragraph (f).
- 16) Save your changes and close Microsoft Word.

Objects - Quiz 1

1) What is the function of this icon?



- a) Insert Word table.
- b) Insert Excel worksheet.
- c) Insert Columns.
- d) Insert Picture.

4) What is the function of this icon?



- a) Inserts a shape.
- b) Inserts a picture.
- c) Inserts WordArt.
- d) Inserts a table.

2) What is the function of this icon?



- a) Insert Word table.
- b) Insert Excel Table.
- c) Insert Columns.
- d) Insert Picture.

5) What is the function of this icon?



- a) Inserts a table.
- b) Displays the drawing ribbon.
- c) Inserts Clip Art.
- d) Exits Word.

3) What is the function of this icon?



- a) Converts Word table into an Excel table.
- b) Edit a table.
- c) Draw a table.
- d) Deletes the selected table.

SAMPLE



Objects - Quiz 2

1) Move to the next table cell.

- a) Alt.
- b) Ctrl.
- c) Tab.
- d) Alt+F9.

2) Go to the last cell in a table row.

- a) Ctrl+Home.
- b) Alt+End.
- c) Alt+C.
- d) Ctrl+V.

3) Paste a picture from the Clipboard.

- a) Ctrl+C.
- b) Ctrl+V.
- c) Ctrl+S.
- d) Ctrl+X.

4) Go to the first cell within a table column.

- a) Alt+Page Up.
- b) Page Up.
- c) Page Down.
- d) Ctrl+Page Up.

5) Go to the previous row.

- a) Ctrl+P.
- b) Up Arrow.
- c) Alt+N.
- d) Ctrl+Up Arrow.

6) Copy a selected picture to the Clipboard.

- a) Ctrl+A.
- b) Ctrl+V.
- c) Ctrl+C.
- d) Ctrl+X.

7) Move a selected picture to the Clipboard.

- a) Ctrl+X
- b) End
- c) Esc
- d) Ctrl+V

8) Delete a selected picture.

- a) Alt.
- b) Ctrl.
- c) Shift.
- d) Del.

9) Go to the first cell in a table row.

- a) Alt+Home.
- b) Home.
- c) End.
- d) Ctrl+Home.

10) Move to the previous table cell.

- a) Shift+Tab.
- b) End.
- c) Alt.
- d) Alt+Tab.

11) Go to the last cell within a table column.

- a) End.
- b) Esc.
- c) Ctrl+Page Down.
- d) Alt+Page Down.



Objects - Quiz 3

- 1) Open a document called **Tables**, located in the **Microsoft Word Samples** folder, which in turn is contained within the **Documents** folder.
- 2) Insert a table containing 5 rows and 3 columns.
- 3) Insert the following data into the table.

Region	Sales in 2007	Sales in 2008
North	12	15
South	23	26
East	13	17
West	24	29

- 4) Select the cell relating to northern region sales for **2008** and change the value to **35**.
- 5) Practice selecting the top row.
- 6) Practice selecting the first column
- 7) Practice selecting the entire table.
- 8) Simultaneously select the cells, containing the words '**North**', '**South**' and '**East**'.
- 9) Practice simultaneously selecting the cells, containing the words '**North**' and '**East**'.
- 10) Insert a column before the '**Sales in 2007**' column. Enter a column header called '**Sales in 2006**'. Enter the following data for each region:
 - **North 18**
 - **South 26**
 - **East 22**
 - **West 31**
- 11) Delete the column and then undo the deletion.
- 12) Insert a row beneath the first row. Then delete the row.
- 13) Delete the column containing the data for '**Sales in 2006**'.
- 14) Add shading to the top row, as illustrated.

Region	Sales in 2007	Sales in 2008
North	12	15
South	23	26
East	13	17
West	24	29

- 15) Modify the table border, make it wider, apply a different style and use a different border colour.
- 16) Double the height of each row.
- 17) Make the column wider. Save your changes and close the document.

Objects - Quiz 4

- 1) Open a document called **Objects-01**, located in the **Microsoft Word Samples** folder, which in turn is contained within the **Documents** folder.
- 2) As indicated within the document, insert an item of clip art, relating to computers.
- 3) As indicated within the document, insert a file from your hard disk called **Happy**, (located in the **Microsoft Word Samples** folder, which in turn is contained within the **Documents** folder).
- 4) As indicated within the document, insert a chart.
- 5) As indicated within the document, insert a shape. Insert a **Star** shape.
- 6) Practice selecting the objects within the page.
- 7) Move each object in turn; from page one, to page two.
- 8) Copy each object in turn, from page two, to page one.
- 9) Open a second document called **Objects-02**, located in the **Microsoft Word Samples** folder, which in turn is contained within the **Documents** folder.
- 10) Move each object in turn, from page one of the first document, to page one of the second document.
- 11) Copy each object in turn, from page one of the second document, to page one of the first document.
- 12) Close the second file, and save your changes.
- 13) Within the first file, resize all the objects to make them bigger.
- 14) Delete the item of clip art on page one, and also delete the 'happy' object on page two.
- 15) Save your changes and close the document.

Mail Merge - Quiz 1

1) What is the function of this icon?



- a) Cut to data file.
- b) Merge to new document.
- c) Main document set up.
- d) Spell check.

5) What is the function of this icon?



- a) Open data source.
- b) Spell check.
- c) Merge to new document.
- d) Inserts a table.

2) What is the function of this icon?



- a) Last record.
- b) Next record.
- c) New record.
- d) Previous record.

6) What is the function of this icon?



- a) Inserts a table.
- b) Spell checking.
- c) Insert merge field.
- d) Previous record.

3) What is the function of this icon?



- a) First record.
- b) Last record.
- c) Next record.
- d) Previous record.

7) What is the function of this icon?



- a) Spell check.
- b) View merged data.
- c) View database.
- d) Merge to new document.

4) What is the function of this icon?



- a) Previous record.
- b) Exit mail merge.
- c) Next record.
- d) Last record.

8) What is the function of this icon?



- a) Cut to Clipboard.
- b) Merge to new document.
- c) Copy to Clipboard.
- d) Previous record.



Mail Merge - Quiz 2

NOTE. These Shortcuts may only work during the actual mail merge process.

1) Preview a mail merge.

- a) Ctrl+P.
- b) Ctrl+V.
- c) Alt+Shift+K.
- d) Ctrl+Shift+V.

2) Insert a merge field.

- a) Ctrl+V.
- b) Alt+Shift+F.
- c) Ctrl+I.
- d) Ctrl+M.

3) Merge to a document.

- a) Alt+Shift+N.
- b) Ctrl+M.
- c) Ctrl+Shift+V.
- d) Shift+M.

4) Edit the mail merge data document.

- a) Alt+Shift+E.
- b) Ctrl+C.
- c) Ctrl+Shift+V.
- d) Ctrl+E.

5) Print a merged document.

- a) Ctrl+Shift+V.
- b) Esc.
- c) Prnt Scrn.
- d) Alt+Shift+M.

6) Open a main document for mail merging.

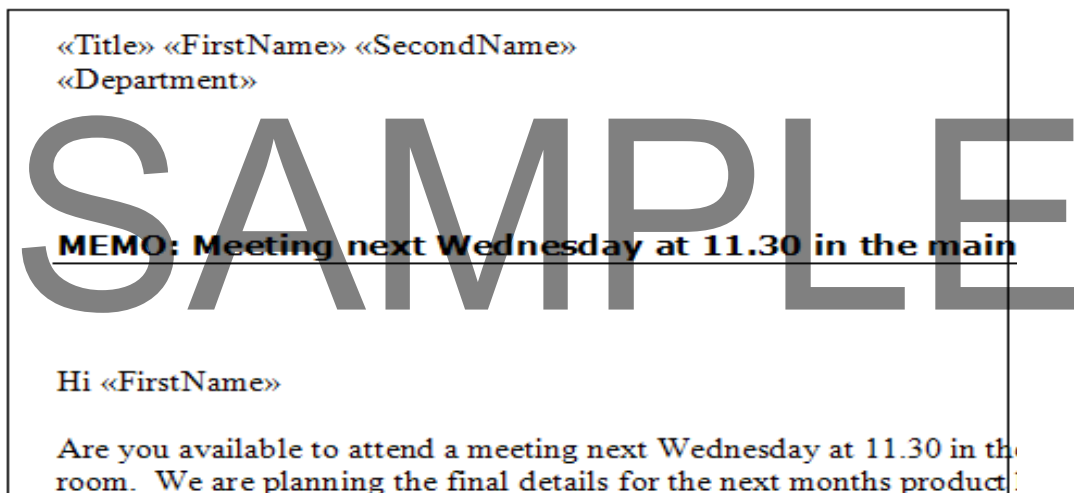
- a) Ctrl+Shift+V.
- b) Ctrl+Enter
- c) Ctrl+O.
- d) Alt+O.

SAMPLE



Mail Merge - Quiz 3

- 1) Explain the concept of mail merging.
- 2) Explain the concept of merging a data source with a main document such as a letter or a label document.
- 3) Open a file called **Main Letter**, located in the **Microsoft Word Samples** folder, which in turn is contained within the **Documents** folder.
- 4) Start the mail merge process to produce a mail merged letter.
- 5) Use a data source file called **Employees**, located in the **Microsoft Word Samples** folder, which in turn is contained within the or **Documents** folder.
- 6) Insert the necessary mail merge fields, as illustrated below.



- 7) Finish the mail merge and produce a new, merged document. Save the new document as **My Merged Letters**, within the **Microsoft Word Samples** folder.
- 8) Repeat the procedure, but this time; produce mailing labels (using a label size of your choice). Save the file as **My Merged labels**, within the **Microsoft Word Samples** folder.
- 9) Close Word.
- 10) Explain how you would output your merged letters and mailing labels to a printer.

Preparing Outputs - Quiz 1

1) Print a document.

- a) Alt+P.
- b) Ctrl+F1.
- c) Esc.
- d) Ctrl+P.

2) Move to the first preview page when zoomed out.

- a) Print Scrn.
- b) Alt+Print Scrn.
- c) Ctrl+Home.
- d) Esc.

3) Toggle between Print Preview and Normal View.

- a) Alt+Ctrl+I.
- b) Ctrl+P.
- c) F1.
- d) Ctrl+F4.

4) Start the spell checker.

- a) F1.
- b) F5.
- c) F7.
- d) F9.

5) Move to the last preview page when zoomed out.

- a) Ctrl+End.
- b) End.
- c) Alt+End.
- d) Ctrl+E.

6) Display the Print dialog box.

- a) Ctrl+P.
- b) Ctrl+O.
- c) Ctrl+F1.
- d) Esc.

7) What is the function of this icon?



- a) Printing.
- b) Scans the document.
- c) Save.
- d) Open document.

8) What is the function of this icon?



- a) Printing.
- b) Spelling.
- c) Set language.
- d) Open.

9) What is the function of this icon?



- a) Zoom.
- b) Save this version.
- c) Print.
- d) Print Preview.

10) Page breaks and line breaks are the same thing. Is this true or false?

- a) True.
- b) False.

11) To insert a page break, press the Enter key, and which other key?

- a) Alt.
- b) Ctrl.
- c) Shift.
- d) Tab.

SAMPLE



Preparing Outputs - Quiz 2

- 1) Open a file called **Printing-01**, located in the **Microsoft Word Samples** folder, which in turn is contained within the **Documents** folder.
- 2) Read through the document and look for errors, but do not correct any errors that you may find.
- 3) Run the spell and grammar checking facility and fix all the errors that you can. Add **CCT** to the spelling directory.
- 4) Re-read the document and manually fix any errors that may still be present within the document.
- 5) Check the paper size and if necessary, change the paper size setting.
- 6) Check the page layout in **Print Preview**. Close the Print Preview view.
- 7) Change the document orientation to landscape.
- 8) Check the page layout in **Print Preview**. Close the Print Preview view.
- 9) Change the document orientation back to portrait.
- 10) Print the page.
- 11) Set the system to print two copies at a time.
- 12) Open a file called **Printing-01**. Print just page 2 of the document.
- 13) Print page 2-3 of the document.
- 14) Close Word and save any changes you have made.

SAMPLE

Preparing Outputs - Quiz 3

- 1) Open a file called **Formatting-06**, located in the **Microsoft Word Samples** folder, which in turn is contained within the **Documents** folder.
- 2) Change the paper size to the normal page size used within your country. Also change the page orientation.
- 3) Modify the existing header by inserting a copyright symbol in front of the text.
- 4) Delete the existing footer.
- 5) Insert a field within the header, to display the number of pages.
- 6) Insert a field within the footer, to display the date.
- 7) Insert a field within the footer, to display file storage name & location.
- 8) Double the size of the top margin.
- 9) Double the size of the bottom margin.
- 10) Halve the size of the left margin.
- 11) Halve the size of the right margin.
- 12) Insert four new pages using manual page breaks, so that you can see the effect of the page numbering.
- 13) Delete one of the page breaks.
- 14) Save the file using the file name **My Fields**. Close the document. Reopen the document and you should see that the footer displays the new file name and storage location.
- 15) Open a file called **Formatting-07**.
- 16) Apply bullet formatting to the first list. Apply a different bullet style to the bulleted list.
- 17) Apply numbering formatting to the second list. Apply a different numbering style to the numbered list.
- 18) Save your changes and close Microsoft Word.

ECDL Module Three: General Questions - Quiz 1

- 1) Open a file called **Company Report**, located in the **Microsoft Word Samples** folder, which in turn is contained within the **Documents** folder.
- 2) Spell check the document.
- 3) Insert an item of clip art relating to sales.
- 4) Format the text to try and match the illustration below, as closely as possible.
- 5) Save your changes and close the document.

© CCT (2008)

COMPANY REPORT

Summary.
We have had another year of steady growth and have expanded our sales operations to more countries. Profits have increased and we have been able to invest in more research and development. The work we have done has increased substantially and our new head office will shortly be completed.

Sales Offices
We now have sales offices in the following countries:

- ⇒ Australia
- ⇒ United Kingdom
- ⇒ South Africa
- ⇒ Russia
- ⇒ Hong Kong

Production Facilities are now located in:

1. China
2. South Korea
3. United States

Please see our web site for a detailed report.



ECDL Module Three: General Questions - Quiz 2

- 1) Open a file called **National Sales**, located in the **Microsoft Word Samples** folder, which in turn is contained within the **Documents** folder.
- 2) Insert the following table under the main heading. Format the table as illustrated below.

Region	Product Range 1	Product Range 2	Product Range 3
North	23	34	31
South	28	23	24
East	19	23	12
West	22	25	30

- 3) At the bottom of the document, insert a picture from your hard disk called **National Sales**, which is located in the **Microsoft Word Samples** folder, which in turn is contained within the **Documents** folder.
- 4) Centre the title, use a different font and use a larger font size.
- 5) Enter your name into the document footer.
- 6) Remove the bullet formatting from the list and replace it with number formatting.
- 7) Change the colour of the font used by the title, so that it is displayed in Red.
- 8) Save the document using the file name **My National Sales**.
- 9) Resave the document in RTF format.
- 10) Close the document.

SAMPLE

