Module 5 Test, Create Tables
Module 6 Test, Reports

Matching. Using the following terms, write the letter of the correct word or phrase in the space provided.

A. Shading
B. Cell
C. Insert
D. Column heading
E. Row
F. Line and Paragraph Spacing
G. Cell Size
H. Table Tools Design

1. The tab on which you can find the Tables group.
2. The button on which you can find the command you need to adjust space after a table.
3. Group that contains commands you can use to specify a row height or column width.
4. A horizontal list of information.
5. Option you can select to emphasize the first row of a table.
6. Tab on which you can find the Table Styles group.
7. The intersection of a row and a column.
8. Text that is bold and positioned at the top of a column.

Matching. Write the letter of the correct response for each definition in the space provided. You will not use all the answers.

I. Cover Page
J. Find
K. Hanging indent
L. Header
M. Line and Page Breaks tab
N. Manual page break
O. Margins
P. Widow/Orphan control

9. Places the first line of a paragraph at the left margin and all other lines of the paragraph at the first tab.
10. Contains the Keep with next command that prevents side headings from being left alone at the bottom of a page.
11. Feature that automatically creates a title page for a document.
12. Command that locates text, headings, footnotes, graphics, page breaks, comments, formatting, and other items within a document.

13. Places information at the top of each page in a document.

14. Sets the distance between the edge of the paper and the print.

15. Protects against printing a single line at the bottom or top of a page.

16. Command used to begin a new page.

**Fill in the Blanks.** Fill in the blank for each definition in the space provided.

17. Press the __________ keys to move to a previous cell.

18. Changes to a table structure are made on the Table Tools __________ tab.

19. To make a table border heavier, select an option on the __________ list.

20. To create one large cell for the main heading inside the table’s top border, use the __________ command.

21. A cell address consists of the column letter and the __________.

22. Click the __________ button to see all options in the Table Styles gallery.

23. The __________ option adjusts the column width to fit the longest line.

24. Column widths can be changed using the __________ to drag the border.

25. To add a row to the bottom of a table, place the insertion point in the last cell and tap the __________ key.

**Multiple Choice.** Choose the letter that best completes each sentence. Write the letter in the space provided.

26. _____ To select the entire table, click on the __________.
   A. arrow
   B. Table icon
   C. Table Move handle

27. _____ Use __________ to emphasize a row, column, or cell.
   D. bracing
   E. shading
   F. a table

28. _____ By default, table text has __________ spacing after a paragraph.
   G. double
   H. 1.15 lines
   I. no

29. _____ When creating a web page using a table, the border option you would use is
   J. Outside Borders
   K. No Border
   L. All Borders
30. ___What are the side margins for an unbound report?
   M. Default 1”
   N. 1.5”
   O. 2”

31. ___What is the style used to format the title of a report?
   P. Heading 1
   Q. Subtitle
   R. Title

32. ___What is the line spacing used in an academic report?
   S. Default 1.15
   T. Single (1.0)
   U. Double (2.0)

33. ___Where should the first line of the first page of a report begin?
   V. 2”
   W. 1.5”
   X. .5”

34. ___What is the left margin for a leftbound report?
   Y. 2”
   Z. 1.5”
   AA. .5”

Matching. Using the following terms, write the letter of the correct word or phrase in the space provided.

A. Footnote               E. Leftbound report      I. References
B. Heading                F. Long quotation      J. Short quotation
C. Internal citation      G. Main heading       K. Superscript
D. Last name of author    H. Multiple-page report

35. ___Quotation marks appear at the beginning and end.

36. ___Keyed at the left margin and formatted with a style.

37. ___Report format that allows a wider margin for a binding on the left of the report.

38. ___Alphabetical list of sources at the end of a report.

39. ___Author’s last name, date, page number in parentheses.

40. ___Included in the heading of an academic report with the page number.
Some of the following information may be repetitive, however I found these practice quizzes and since I did not have very many questions to use for the two modules, and I wasn’t going to use a practical, I am adding this to the study guide. I may use some of the questions here if they are not repeats of the ones I have already put together.

### Module 5  Practice Quiz

**Self-Assessment**  Evaluate your understanding of this module by answering the questions below.

1. A vertical list of information in a table is called a(n) _________________.
2. A horizontal list of information in a table is called a(n) _________________.
3. The ________________ feature lets you change the color you apply to borders.
4. Use the ________________ dialog box to center-align a table horizontally.
5. ________________ apply shading, borders, and font attributes to tables.
6. The Rows & Columns group can be accessed by clicking the Table Tools ________________ tab.
7. ________________ is the process of combining two or more adjacent cells into a single cell.
8. A cell or several selected cells can be divided into multiple cells and columns by using the ________________ command.
9. Select ________________ if you want to remove all borders from a table.
10. By default, a table uses ________________ spacing, regardless of the spacing elsewhere in the document.
11. The ________________ handle can be used to make the table larger or smaller.
12. If a table has a secondary heading, its size should be ________________ than that of the primary heading.
13. The cell address for the first cell in a table is ________________.
14. To adjust all columns in a table to the width of their longest line, use  
   A. Cell Width Adjust  
   B. AutoWidth  
   C. AutoFit Contents  
   D. Set Column Width  
15. Tap/Press _____ to move the cursor to the next cell.  
   A. TAB  
   B. SHIFT + TAB
16. To add a light blue fill to the final row of a table, use the _____ tool.
   A. Borders
   B. Shading
   C. Cell Color
   D. Total Row

17. Use the_____ command to make sure space is the same after a table as before it.
   A. Add Space Before Paragraph
   B. Remove Space After Paragraph
   C. Add Space After Table
   D. Insert Paragraph Space

18. When adjusting column width, approximately _____ of blank space should be left between the longest line and the column border.
   A. 1" – 1.5"
   B. 2"
   C. 0.5" – 0.75"
   D. 2" – 2.5"

19. The _____ list gives you options such as dashed lines or double lines.
   A. Borders
   B. Line Style
   C. Line Weight
   D. Table Lines

20. Which of the following is a reason to create a resume in a table?
   A. Human Resources departments always prefer tables.
   B. Resume templates are too complex for first-time users.
   C. Table borders apply a professional look to a resume.
   D. Tables make it easy to line up sections of a resume without using tabs and indents.

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Module 6  Practice Quiz

**Self-Assessment**

Evaluate your understanding of this module by answering the following questions.

1. Margins for unbound reports are _____ side margins, _____ top margin, and _____ bottom margin. Tap ENTER to begin the first page at _____.

2. To set margins, click _________ from the __________ tab.

3. Use ________ style for the main headings. Use _______ style for side headings.

4. The______ format displays the first line of text at the left margin and indents all other lines to the first tab.
5. To prevent a side heading from printing at the bottom of a page, apply the _______ command.

6. To number the pages of a multiple-page report, click the _____ button on the _____ tab.

7. Page numbers are positioned at the _____.

8. Long quotations are indented _____” from the left margin.

9. A quotation is considered a long quotation and indented from the left margin if the quoted material is _____ or more lines.

10. Footnotes are positioned at the ______ of the page.

11. To create a title page for a report, use the ______ feature.

12. Complex documents can contain different formatting if the user understands how to insert ______ breaks.

13. The footnote reference in the body of the report is marked by a number that is formatted as ______.

14. A _____ footnote supplements text that is found in the body of the report.

15. Begin the reference page at approximately _____” from the top of the page.

16. The left margin for a leftbound report is _____”.

17. A _____ is inserted in a report when the user needs to force the beginning of a new page.

18. The shortcut for beginning a new page is _____.

19. The shortcut for formatting a hanging indent is _____.

20. An academic report is generally ______ spaced.