

# Microsoft Word Basics Quiz



Scan to view  
digital version

**1. Which command should you use to save a new document for the first time in Microsoft Word?**

- A. Print
- B. Open
- C. Save As
- D. Close

**2. What is the easiest way to apply a consistent heading style across several sections?**

- A. Apply a built-in Heading style
- B. Manually format each heading with the font toolbar
- C. Copy-paste formatting from one heading to another
- D. Use Find and Replace for font changes

**3. Which feature helps you review changes made by multiple collaborators in a document?**

- A. Mail Merge
- B. Design Themes
- C. SmartArt
- D. Track Changes

**4. How do you insert a running page number in the header or footer of every page?**

- A. Insert a text box on each page
- B. Type numbers manually on each page
- C. Use Insert > Page Number and select a location
- D. Enable Read Mode

**5. If you want to create a table of contents that updates automatically, what should you use?**

- A. Automatic Table of Contents based on Heading styles
- B. A manually typed list of headings and page numbers
- C. A screenshot of the headings
- D. Insert a SmartArt diagram

**1. Which command should you use to save a new document for the first time in Microsoft Word?**

C. Save As

1. Use the Save As command to choose location and file name when saving a new document for the first time.
2. Save simply updates an existing file; Save As creates a new file name or location.

**2. What is the easiest way to apply a consistent heading style across several sections?**

A. Apply a built-in Heading style

1. Use the built-in Heading styles (for example Heading 1 or Heading 2) to apply consistent formatting across sections.
2. Styles allow quick updates to all headings by modifying the style once.

**3. Which feature helps you review changes made by multiple collaborators in a document?**

D. Track Changes

1. Track Changes records insertions, deletions, and formatting changes, and lets reviewers accept or reject each change.
2. Use the Reviewing pane and comments to see who made changes and why.

**4. How do you insert a running page number in the header or footer of every page?**

C. Use Insert > Page Number and select a location

1. Use Insert > Page Number and choose a location to add a running page number to the header or footer.
2. Page Number updates automatically on each page and respects different first page or section settings.

**5. If you want to create a table of contents that updates automatically, what should you use?**

A. Automatic Table of Contents based on Heading styles

1. Use an automatic Table of Contents based on Heading styles so it can be updated with a single command.
2. After adding or changing headings, update the Table of Contents to refresh page numbers and entries.