

Content-Based Assessments

Summary

In this chapter, you created a table, and then used the table to create a resume. You created a letterhead template, and then created a document using a copy of the letterhead template. You created a cover letter for the resume, moved text, corrected spelling and grammar, and used the built-in thesaurus. Finally, you created a short resume using a template, and also saved the resume as a Web page.

Key Terms

AutoCorrect123	Hypertext Markup Language (HTML)139	Subject line123
Body123	Inside address123	Synonyms133
Cell107	Letterhead120	Table107
Complimentary closing123	New from existing121	Template120
Content control136	No Spacing style120	Text control136
Date line123	Normal template120	Thesaurus133
Drag and drop128	Placeholder text136	Writer's identification123
Enclosures123	Salutation123	Writer's signature block123
HTML139	Single File Web Page139	

Matching

Match each term in the second column with its correct definition in the first column by writing the letter of the term on the blank line in front of the correct definition.

- | | |
|---|---|
| <p>_____ 1. An arrangement of information organized into rows and columns.</p> <p>_____ 2. The box at the intersection of a row and column in a table.</p> <p>_____ 3. A document structure that opens a copy of itself, opens unnamed, and is used as the starting point for another document.</p> <p>_____ 4. The template that serves as a basis for all new Word documents.</p> <p>_____ 5. The personal or company information that displays at the top of a letter.</p> <p>_____ 6. The Word style that inserts no extra space following a paragraph and uses single spacing.</p> <p>_____ 7. The first line in a business letter that contains the current date and that is positioned just below the letterhead if a letterhead is used.</p> <p>_____ 8. The name and address of the person receiving a letter and positioned below the date line.</p> <p>_____ 9. The greeting line of a letter.</p> <p>_____ 10. A parting farewell in a letter.</p> <p>_____ 11. The name and title of the author of a letter, placed near the bottom of the letter under the complimentary closing.</p> <p>_____ 12. The optional line following the inside address in a business letter that states the purpose of the letter.</p> | <p>A AutoCorrect</p> <p>B Cell</p> <p>C Complimentary closing</p> <p>D Date line</p> <p>E Drag and drop</p> <p>F Enclosures</p> <p>G Inside address</p> <p>H Letterhead</p> <p>I No Spacing</p> <p>J Normal template</p> <p>K Salutation</p> <p>L Subject line</p> <p>M Table</p> <p>N Template</p> <p>O Writer's identification</p> |
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- ___ 13. Additional documents included with a business letter.
- ___ 14. A Word feature that corrects common spelling errors as you type, for example changing *teh* to *the*.
- ___ 15. A technique by which you can move, by dragging, selected text from one location in a document to another.

Multiple Choice

Circle the correct answer.

1. When you create a table, the width of all of cells in the table is:
A. equal B. proportional C. 1 inch
2. To indicate words that might be misspelled because they are not in Word's dictionary, Word flags text with:
A. blue wavy underlines B. green wavy underlines C. red wavy underlines
3. To indicate possible grammar errors, Word flags text with:
A. blue wavy underlines B. green wavy underlines C. red wavy underlines
4. To indicate possible errors in word usage, Word flags text with:
A. blue wavy underlines B. green wavy underlines C. red wavy underlines
5. A research tool that provides a list of words with similar meanings is:
A. a thesaurus B. a dictionary C. an encyclopedia
6. A word with the same or similar meaning as another word is:
A. an acronym B. a search term C. a synonym
7. In a template, an area indicated by placeholder text into which you can add text, pictures, dates, or lists is a:
A. text control B. content control C. quick control
8. A document saved in HTML, which can be opened using a Web browser, is a:
A. Web page B. template C. resume
9. Using drag-and-drop to move text is most useful when both the text and the destination are on the same:
A. document B. section C. screen
10. To locate specific text in a document quickly, use the:
A. Find command B. Replace command C. Locate command