

Chapter 10 Test Review

- 1) The MLA style, adopted as a style of choice by many colleges and universities, shows how to do which of the following to a research paper?
- 2) Use the ___ format to make writing a research paper more manageable and to keep organized.
- 3) Apply ___ styles to make the creation of the table of contents easier.
- 4) In order to avoid plagiarism, you must create a _____ to give credit to an original source.
- 5) Sources are compiled and listed in which section of a document?
- 6) A Works Cited page is also known as a ____.
- 7) The master list can be used in any document and contains which of the following?
- 8) The current list is only valid while working in the current document and contains which of the following?
- 9) What do you use to mark a spot for a future source when you don't have all the data gathered?
- 10) The Insert Citation command is located on which tab on the Ribbon?
- 11) Under which option on the ribbon will you find the Add New Placeholder command?
- 12) A ___ is a line of text that describes an object and can appear above or below it.
- 13) In order to apply a caption to a table, select the table and click the Insert Caption button on which tab?
- 14) In order to access the Insert Caption dialog box, which of the following is the correct sequence?
- 15) You use the New Label button in the Caption dialog box in order to create content-specific _____.
- 16) In order to hide default caption labels (Equation, Figure, and Table), which of the following options do you select from the Caption dialog box?
- 17) In order to activate the Position options within the Caption dialog box, you must first ___ an object.
- 18) In order to set your captions format to include chapters and styles, which button would you select within the Captions dialog box?
- 19) Which of the following processes will renumber all captions within your document after you have moved and deleted figures throughout the document?
- 20) In order to automatically display the page number in the upper right corner, you add a ___ on every page.
- 21) The Page Number button is located on which tab along the Ribbon?
- 22) You want your page numbers to print vertically above the left corner of the page. Which page number format would you choose?
- 23) A ___ is preformatted or custom information displayed in the same location at the bottom of every page.
- 24) You wish to create a document that displays a complete listing of all sources referenced in your paper. Which Word feature provides the opportunity to create such a document?
- 25) A ___ is always found on its own page at the end of a document, and it includes all citations used in the document.
- 26) Which of the following is the proper sequence for inserting a bibliography in your document?
- 27) In order to update the bibliography after additions and deletions are made to bibliography entries, which function key do you use?
- 28) After you have already inserted the bibliography, you need to add more citations. Where do you gain access to display the placeholder tab necessary to update the bibliography?
- 29) You have decided to delete the entire bibliography. Which of the following is the proper sequence?
- 30) Which of the following is placed at the bottom of the page in the document on which the citation is located?
- 31) Which of the following is placed at the end of the document when a citation is created?
- 32) In order to edit a footnote or endnote, you do which of the following?
- 33) What displays next to the text when you use the Insert Footnote button?
- 34) Footnotes and endnotes following addition or deletion of others are automatically ____.

- 35) Once a footnote placeholder is inserted in the text, where is the actual footnote data input?
- 36) On which tab is the Insert Footnote command located?
- 37) You have decided to convert your footnote numbering to Roman numeral format. What must you do before launching the Footnote dialog box?
- 38) You have decided to convert all footnotes to endnotes. Which of the following is the proper sequence?
- 39) On which tab is the Insert Endnote command located?
- 40) In which dialog box can you change endnote formats?
- 41) Where is the table of contents positioned in your document?
- 42) A ___ is used as an outline of your document.
- 43) _____ must be present for Word to automatically build your table of contents.
- 44) You want to number the pages in your table of contents separately from those in your main document. Which type of break should you insert?
- 45) On which tab is the Table of Contents command located?
- 46) In order to quickly jump from a Table of Contents entry to that location in a document, which key do you use along with a mouse click?
- 47) ___ are symbols that display between the table of contents topic and corresponding page number.
- 48) The ___ Preview in the Table of Contents dialog box displays hyperlinks instead of page numbers.
- 49) In order to include text without a heading style in your table of contents, which command on the References tab do you use?
- 50) In order to ensure your table of contents is up to date, you must remember to use the ___ Table command.