There are the following:
9 Multiple Answers
16 Fill in the blanks
25 Multiple Choice

1) From what tab can you add graphics to your Word document?
2) What is a snapshot of your computer screen called?
3) What type of object is the default for a picture inserted into a document and that is no longer connected to the original image?
4) In order to minimize a file, objects should be which of the following?
5) How do you remove unwanted areas on the horizontal and/or vertical edges of a picture?
6) In order to prevent skewing an image when scaling, what options do you need to select?
7) What is the circular arrow that appears at the top of a selected object?
8) ___ are the short descriptions added to provide information about the image.
9) What is the small arrow in the lower corner of a menu group called?
10) After applying a picture border, to what does "weight" refer?
11) When an object is selected, the small lined box with a half circle provides what option?
12) What options are available under Picture Tools?
13) How do you select multiple layers in an object?
14) What tabs are available once an object is inserted into a document?
15) From what tab can you add a SmartArt object?
16) What options are available on the Smart Tools Format tab?
17) Which option lets you choose where a selected object will appear on a page?
18) Which option lets you change the position of items within an object?
19) What option will apply distinct changes to an image, including a drawing, painting, or sketch?
20) From where can you apply Crisscross Etching, Marker, or Blur to an image?
21) What command determines the way text is positioned around an object?
22) What is the object type of a picture in a precise location with text wrapped around the object?
23) What gallery previews several text and picture location options?
24) Where can you find the More Layouts options?
25) When an object remains in place when text is added, what option is selected?
26) What feature provides lines, rectangles, arrows, banners, and other objects to be added to a document?
27) What feature provides graphical illustrations and diagrams that you can add to a document?
28) How can you create a shape if you cannot find a desired shape in the Shapes Gallery?
29) What option do you select to reshape a preformatted shape?
30) In order to make it easier to format and move around in a document, ___ objects together.
31) The Arrange Group provides what features?
32) Edit Wrap Points provides the option to place text where?
33) In order to convert text to WordArt, select text, and on the Insert tab select ___.
34) What tab becomes available once WordArt is added to a document?
35) ___ is a visual representation of information that can help communicate a message more effectively.
36) What option makes entering text into a SmartArt graphic easier?
37) In order to insert a SmartArt graphic into a document, select the graphic from the gallery and ___.
38) What collection of media files are available at Office.com?
39) Where can you store clip art, photos, animations, videos, and other types of media?
40) On what tab is the Online Picture option located?
41) What online services can be accessed from the Online Picture option?
42) What are the hollow circles around the clip art called?
43) You can access the Picture Styles Gallery by right-clicking the Style button as well as from the ___ tab.

44) In order to adjust an individual item in a clip art image, right-click on the image, select ___, and select the area to adjust.
45) In order to modify the color of a clip art image, what group do you use?
46) When the file size of an image is reduced by resolution, it is ___.
47) When all formatting changes are discarded, the picture has been ___.
48) When you are going to share a document by email, doing which of the following to the images will reduce the resolution and file size?
49) What options are available in the Compress Picture dialog box?
50) What happens to the values in a chart when you created in Excel and linked to your Word document?