

1. Spelling & Grammar checking can be found on which tab?
2. What kind of line designates a misspelled word?
3. What kind of line designates a grammatical error?
4. What kind of line designates words being used inappropriately?
5. Where is the Proofing Error button located?
6. What options are available when tracked changes are accepted? MA
7. Where can you set the preferences used during the Spelling & Grammar check?
8. Where can you locate the dialog box to reset the spelling and grammar checker?
9. Spelling check starts from what location in a document?
10. In order to set grammar styles, what button do you select in the Word Options dialog box?
11. What is the current standard number of spaces after a punctuation mark? _____
12. In order to reexamine words and grammar previously checked, what button do you select?

13. A/an _____ means the opposite of a word.
14. What feature replaces symbols and commonly misspelled words? _____
15. How can you locate the AutoCorrect options?
16. AutoCorrect features include which of the following? MA
17. From the AutoCorrect dialog box, how do you disable AutoCorrect?
18. When a word is added to the AutoCorrect Exception List, it is also added to the _____.
19. From the AutoCorrect Exceptions dialog box, you can select the option to _____.
20. What is one of the new Card features with Word Comments?
21. What is the view called for a little balloon that appears alongside the document?
22. When a comment is marked complete, what will happen to the comment?
23. A person must sign in to their Microsoft account in order for their personal information to be displayed on the _____.
24. On what tab is the Comments group located? _____
25. In order to display comments on a document, what button do you select? _____
26. In order to navigate to the next comment, what button do you select? _____
27. Comments can be displayed as balloons or _____.
28. What type of comments are hidden with the reviewer's initials in square brackets beside the selected text? _____
29. What menu provides options on how comments and changes are displayed?
30. How do you determine if Show Comments is turned on?
31. Under what options do you select Show All Revisions Inline?
32. In order to display comments when they are inline, you position the mouse pointer over which of the following?
33. What feature tracks changes and comments and can be displayed vertically or horizontally?

34. How do you display the original document with no markups?
35. What Markup changes can be disabled? MA
36. What feature prevents anyone from turning Track Changes off? _____
37. In order to launch the Track Changes Options dialog box, what do you select?
38. Advanced Track Changes Options include which of the following? MA
39. Where can you locate the "changed line" when a change is made in the document? MA
40. When Lock Tracking is enabled, what features are not available? MA