

## March HR Quiz Answers

Congratulations to B. Renae Milton. B. Renae's name was randomly chosen from the employees who submitted the correct answers to the March HR Quiz. B. Renae chose the \$10 Smoothie King Gift Card as her prize.

- 1) In Word what is the Mail Merge Wizard for?
  - A)
  - B) Generating form letters, e-mail, or mailing labels using names and addresses listed in Word or Excel, a database, or e-mail contacts.
  - C)
  
- 2) Your document is five pages long. How can you number the upper-right corner of each page so that it says "Page 1 of 5," "Page 2 of 5," and so on, whenever it's printed?
  - A) On the View menu, click Header and Footer, and then click the Align Right button on the Formatting toolbar. On the Header and Footer toolbar, click the Insert AutoText button, and then click Page X of Y.
  - B)
  - C)
  
- 3) You are revising a Word document that someone else created, and you want its author to be able to review your suggested changes before they become part of the document. What feature do you use?
  - A)
  - B)
  - C) Turn on the Track Changes feature.
  
- 4) Everyone in your department has to file a standard weekly report. What's the most efficient way to give all those reports the same look?
  - A) You create a report template, you add formatting styles to the template, and everyone uses it for their reports.
  - B)
  - C)
  
- 5) Suppose you're publishing a document online, and as author of the document, you want to turn your name into a hyperlink so people can e-mail you feedback. What should you do?
  - A)

- B) Select your name, click Insert Hyperlink on the Standard toolbar, and then under Link to, click E-mail Address. Type in the e-mail address.
  - C)
- 6) Word always capitalizes the next letter after your company's name, "Contoso Ltd." What's a good way to stop this forever in Word, without turning off automatic capitalization of sentences entirely?
- A) Point to the correction until the AutoCorrect Options button appears, click that button, and then click Stop Auto-capitalizing After "Ltd."
  - B)
  - C)
- 7) If you've just formatted some text so that it stands out, how can you quickly copy that formatting to use on other text?
- A)
  - B)
  - C) Select the formatted text. On the Standard toolbar, click the Format Painter button, select the other text, then release the mouse button.
- 8) In Word 2002, how can you put the word "Confidential" in large, colored text diagonally across every page of a printed document?
- A)
  - B)
  - C) Insert a colored diagonal text watermark.
- 9) What's the quickest way to create a graphical-looking organizational chart for your company in Word?
- A)
  - B) Use Word's Diagram Gallery to insert a chart, then customize the structure and enter names.
  - C)
- 10) You're printing a report with a large table at the end. You want to turn the page with the table-but not the rest of the report-on its side, so that it's wider than it is tall. How do you do that?
- A) Change the table's page orientation to landscape from "This point forward."
  - B)
  - C)