

March HR Quiz
Do you know Microsoft Word?

Answer the 10 multiple choice questions below and submit them to Human Resources via campus mail (Mail Code 5009) or electronically to Cody Pelletier at cpelletier@uh.edu by **March 21, 2008**. All entries will be entered into a random drawing for their choice of one of the following prizes. Only employees of the University of Houston are eligible to enter.

\$10 Starbucks Gift Card **or** \$10 Smoothie King Gift Card

- 1) In Word what is the Mail Merge Wizard for?
 - A) Copying text from many e-mail messages into a single document.
 - 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) Collating multiple versions of documents and e-mailing the result.

- 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) On the File menu, click Page Setup, click the Layout tab, and then under Headers and footers, click Different odd and even.
 - C) On the Format menu, click Bullets and Numbering, then click the Numbered tab and assign numbers to the preferred location on your pages.

- 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) Use the Mail Merge feature.
 - B) Turn on the Online Collaboration feature.
 - 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) Everyone copies and pastes text from their last report to their next report, being careful to preserve the formatting.
 - C) Everyone saves their last report under a new name, and then types over the old text.

- 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) Select your name in the text. On the Insert menu, click Bookmark, and then type in the e-mail address under Bookmark name.
 - 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) Select your name. On the Insert menu, point to Reference, and then click Cross-reference. Type in the e-mail address and click Insert.
- 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) Point to the correction until the AutoCorrect Options button appears, click that button, and then click Undo Automatic Capitalization.
 - C) On the Tools menu, click Options, click the Spelling & Grammar tab, and add your company name to the custom dictionary.
- 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) Click anywhere in the formatted text, double-click the Formatting toolbar boxes showing the font name and size, then click where you want the same format, and start to type.
 - B) Select the formatted text. On the Format menu, click Reveal Formatting. Do the same in the other text to learn what you need to change.
 - 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, how can you put the word "Confidential" in large, colored text diagonally across every page of a printed document?
- A) Type "Confidential" on every page of the document, format the text to the color you like, and then rotate the text box diagonally.
 - B) Use a photocopier to prepare the paper before you print on it.
 - 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) Create text boxes, enter everyone's name, and hook them up with connector lines.
 - B) Use Word's Diagram Gallery to insert a chart, then customize the structure and enter names.

- C) In Outline view, promote and demote names until they're at the appropriate levels, and then insert text boxes around the names.
- 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) Insert a table with its text direction formatted as vertical.
 - C) Insert columns and format them as vertical.