

Microsoft Word Questions Available

Version	Category	Topic	Level
2016	Tables & Graphics	Insert Smart Art	Intermediate
2016	Tables & Graphics	Insert chart	Intermediate
2016	Tables & Graphics	Repeat a table header row across pages	Intermediate
2016	Tables & Graphics	Rotate shape	Intermediate
2016	Tables & Graphics	Fill color	Intermediate
2016	Tables & Graphics	Add a page border	Intermediate
2016	Tables & Graphics	Create a table	Beginner
2016	Tables & Graphics	Wrap text around a graphic	Beginner
2016	Tables & Graphics	Insert clip art	Beginner
2016	Tables & Graphics	Create a table	Beginner
2016	Tables & Graphics	Recolor a picture	advanced
2016	Tables & Graphics	Change picture brightness and contrast	advanced
2016	Tables & Graphics	Add bookmark to document	advanced
2016	Tables & Graphics	Mark document as read only	advanced
2016	Tables & Graphics	Add a watermark to a document page	advanced
2016	Tables & Graphics	Compress document pictures	advanced
2016	Tables & Graphics	Apply a Table Style	advanced
2016	Formatting	Apply style	Intermediate
2016	Formatting	Align Shapes	Intermediate
2016	Formatting	Create a document header	Intermediate
2016	Formatting	Set Custom margins	Intermediate
2016	Formatting	Change line spacing	Intermediate
2016	Formatting	Change text Case	Intermediate
2016	Formatting	Display the ruler	Intermediate
2016	Formatting	Right-align a paragraph	Beginner
2016	Formatting	Set a tab stop	Beginner
2016	Formatting	Change the font	Beginner
2016	Formatting	Italicize text	Beginner
2016	Formatting	Format text as columns	Advanced
2016	Formatting	Change Font color	Beginner
2016	Formatting	Center Paragraph	Beginner

2016	Formatting	Change the font size	Beginner
2016	Formatting	Change document margins	Intermediate
2016	Formatting	Use the Go To Feature	advanced
2016	Formatting	Link header to previous section	advanced
2016	Formatting	Create alternating odd/even footers	advanced
2016	Formatting	Change the paper size	advanced
2016	Formatting	Remove Metadata from file	advanced
2016	Formatting	Adjust Character Spacing	advanced
2016	Formatting	Create a screen tip for a hyperlink	advanced
2016	Formatting	Insert a section break	advanced
2016	Formatting	Create a hanging indent	advanced
2016	Formatting	Add a Table of Contents	advanced
2016	Formatting	Create a Quick Style	advanced
2016	Formatting	Add a line between columns	advanced
2016	Formatting	Change the Theme	advanced
2016	Formatting	Create an Index	advanced
2016	Tools & Automation	Start Mail Merge	Intermediate
2016	Tools & Automation	zoom	Intermediate
2016	Tools & Automation	Accept all changes in a document	Advanced
2016	Tools & Automation	Display Mail Merge manager	Advanced
2016	Tools & Automation	Show all comments	Advanced
2016	Tools & Automation	Search Help	Advanced
2016	Printing	Print a Selection	advanced
2016	Printing	Print 2 copies of a page	advanced
2016	Printing	Print a document	Intermediate
2016	File Management	Protect a form	Intermediate
2016	File Management	Open a OneDrive document	Intermediate
2016	File Management	Create a new document from a template	Intermediate
2016	File Management	Exit Word	Beginner
2016	File Management	Open an existing document	Beginner
2016	File Management	Start Word	Beginner
2016	File Management	Close a document	Beginner
2016	File Management	Create a new blank document	Beginner
2016	File Management	Save a document	Beginner
2016	File Management	Insert a built-in field	advanced
2016	File Management	Save as a PDF	advanced
2016	File Management	Combine documents	advanced
2016	Editing	Paste Text	Beginner
2016	Editing	Compare documents	Intermediate
2016	Editing	Create a bulleted list from existing text	Beginner

2016	Editing	Copy Text	Beginner
2016	Editing	Insert a symbol	Beginner
2016	Editing	Correct a misspelled word	Beginner
2016	Editing	Find text	Beginner
2016	Editing	Replace text	Beginner
2016	Editing	Cut text	Beginner
2016	Editing	Undo an action	Beginner
2016	Editing	highlight the selected text	Beginner
2016	Editing	Delete text	Beginner
2016	Editing	Use Paste Options	advanced
2016	Editing	Reorganize a document in the Navigation Pane	advanced
2016	Editing	Modify the document properties	advanced

365	Tools and Automation	Accept All Changes	Advanced
365	Tools and Automation	Display Mail Merge Manager	Advanced
365	Tools and Automation	Show All Comments	Advanced
365	Tools and Automation	Search Help	Advanced
365	Tools and Automation	Start Mail Merge	Intermediate
365	Tools and Automation	Zoom	Intermediate
365	Tools and Automation	Search Help	Advanced
365	Tables and Graphics	Recolor Picture	Advanced
365	Tables and Graphics	Picture Brightness and Contract	Advanced
365	Tables and Graphics	Add Bookmark	Advanced
365	Tables and Graphics	Mark as Read Only	Advanced
365	Tables and Graphics	Add Watermark	Advanced
365	Tables and Graphics	Compress Pictures	Advanced
365	Tables and Graphics	Apply Table Style	Advanced
365	Tables and Graphics	Insert Clip Art	Beginner
365	Tables and Graphics	Rotate Shape	Intermediate
365	Tables and Graphics	Create Table	Beginner
365	Tables and Graphics	Insert Small Art	Intermediate
365	Tables and Graphics	Insert Chart	Intermediate
365	Tables and Graphics	Repeat a table header row across pages	Intermediate
365	Tables and Graphics	Rotate Shape	Intermediate
365	Tables and Graphics	Fill Color	Intermediate
365	Tables and Graphics	Add a page border	Intermediate
365	Tables and Graphics	Create a table	Beginner
365	Tables and Graphics	Wrap text around a graphic	Beginner
365	Printing	Print Selection	Advanced
365	Printing	Print 2 Copies	Advanced

365	Printing	Print Document	Intermediate
365	Formatting	Go To	Advanced
365	Formatting	Link Header to Previous Section	Advanced
365	Formatting	Alternating Footers	Advanced
365	Formatting	Paper Size	Advanced
365	Formatting	Remove Metadata	Advanced
365	Formatting	Adjust Character Spacing	Advanced
365	Formatting	Hyperlink Screen Tip	Advanced
365	Formatting	Section Break	Advanced
365	Formatting	Create Hanging Indent	Advanced
365	Formatting	Create Table of Contents	Advanced
365	Formatting	Create Quick Style	Advanced
365	Formatting	Add Line Between Columns	Advanced
365	Formatting	Change Theme	Advanced
365	Formatting	Create Index	Advanced
365	Formatting	Format Text as Columns	Advanced
365	Formatting	Apply Style	Intermediate
365	Formatting	Align Shapes	Intermediate
365	Formatting	Create a document header	Intermediate
365	Formatting	Set Custom Margins	Intermediate
365	Formatting	Change Line Spacing	Intermediate
365	Formatting	Change text case	Intermediate
365	Formatting	Display the ruler	Intermediate
365	Formatting	Right-align a Paragraph	Beginner
365	Formatting	Set a tab stop	Beginner
365	Formatting	Change the font	Beginner
365	Formatting	Italicize Text	Beginner
365	Formatting	Format Text as Columns	Advanced
365	Formatting	Change the Font Color	Beginner
365	Formatting	Center Paragraph	Beginner
365	Formatting	Change the font size	Beginner
365	Formatting	Change Margins	Intermediate
365	Formatting	Set Custom Margins	Intermediate
365	Formatting	Change Line Spacing	Intermediate
365	Formatting	Right-align Paragraph	Beginner
365	Formatting	Font	Beginner
365	Formatting	Italicize Text	Beginner
365	File Management	Insert Field	Advanced
365	File Management	Save as PDF	Advanced
365	File Management	Combine Documents	Advanced

365	File Management	Start Word	Beginner
365	File Management	Close Document	Beginner
365	File Management	Create New Blank Document	Beginner
365	File Management	Save a Document	Beginner
365	File Management	Create New Document from a Template	Intermediate
365	File Management	Exit Word	Beginner
365	File Management	Open Document	Beginner
365	File Management	Protect a form	Intermediate
365	File Management	Open a OneDrive Document	Intermediate
365	File Management	Create a new document from a template	Intermediate
365	File Management	Exit Word	Beginner
365	File Management	Open an existing document	Beginner
365	Editing	Cut Text	Beginner
365	Editing	Undo	Beginner
365	Editing	Highlight Text	Beginner
365	Editing	Delete Text	Beginner
365	Editing	Paste Text	Beginner
365	Editing	Create a Bulleted List	Beginner
365	Editing	Copy Text	Beginner
365	Editing	Insert Symbol	Beginner
365	Editing	Correct Spelling	Beginner
365	Editing	Paste Text	Beginner
365	Editing	Compare documents	Intermediate
365	Editing	Create a bulleted list from existing text	Beginner
365	Editing	Copy Text	Beginner
365	Editing	Insert a symbol	Beginner
365	Editing	Correct a misspelled Word	Beginner
365	Editing	Replace Text	Beginner
365	Editing	Find Text	Beginner
365	Editing	Use Paste Options	Advanced
365	Editing	Reorganize in Navigation Pane	Advanced
365	Editing	Modify Document Properties	Advanced
365	Editing	Compare documents	Advanced

2013	Editing	Modify the Document properties	Advanced
2013	Editing	Reorganize the document in the Navigation Pane	Advanced
2013	Editing	Use Paste Options	Advanced
2013	Editing	Insert text from a file	Advanced
2013	Editing	Insert a symbol	Beginner

2013	Editing	Insert a text	Beginner
2013	Editing	Correct a misspelled word	Beginner
2013	Editing	Move text	Beginner
2013	Editing	Select text	Beginner
2013	Editing	Copy and Paste Text	Beginner
2013	Editing	Undo and Redo an Action	Beginner
2013	Editing	Create a bulleted list from existing text	Beginner
2013	Editing	Cut and Paste	Beginner
2013	Editing	Find and replace text	Beginner
2013	Editing	Find text	Beginner
2013	Editing	Compare document	Intermediate
2013	File Management	Change the theme	Advanced
2013	File Management	Insert a screenshot	Advanced
2013	File Management	Format Text as Columns	Advanced
2013	File Management	Create a Quick Style	Advanced
2013	File Management	Edit a PDF document	Advanced
2013	File Management	Combine Documents	Advanced
2013	File Management	Insert a linked Excel file in a document	Advanced
2013	File Management	Create a new document from a template	Beginner
2013	File Management	Open an existing document	Beginner
2013	File Management	Save a document	Beginner
2013	File Management	Create a new blank document	Beginner
2013	File Management	Close a document	Beginner
2013	File Management	Exit Word	Beginner
2013	File Management	Start Word	Beginner
2013	File Management	Create a new document from a template	Intermediate
2013	File Management	Protect a form	Intermediate
2013	Formatting	Change the theme	Advanced
2013	Formatting	Insert a screenshot	Advanced
2013	Formatting	Format Text as Columns	Advanced
2013	Formatting	Create a Quick Style	Advanced
2013	Formatting	Format text as a drop cap	Advanced
2013	Formatting	Create a hanging indent	Advanced
2013	Formatting	Create a continuous section break	Advanced
2013	Formatting	Create a screen tip for a hyperlink	Advanced
2013	Formatting	Adjust character spacing	Advanced
2013	Formatting	Reveal the formatting in a document	Advanced
2013	Formatting	Change the paper size	Advanced
2013	Formatting	Create alternating odd/even footers	Advanced
2013	Formatting	Link header to previous section	Advanced

2013	Formatting	Create a master document	Advanced
2013	Formatting	Convert a paragraph to a text box	Advanced
2013	Formatting	Change the font	Beginner
2013	Formatting	Change line spacing	Beginner
2013	Formatting	Change document margins	Beginner
2013	Formatting	Change the font size	Beginner
2013	Formatting	Center a paragraph	Beginner
2013	Formatting	Change the font color	Beginner
2013	Formatting	Right-align a paragraph	Beginner
2013	Formatting	Set custom margins	Beginner
2013	Formatting	Bold text	Beginner
2013	Formatting	Change bullet list	Beginner
2013	Formatting	Display the ruler	Intermediate
2013	Formatting	insert page break	Intermediate
2013	Formatting	Change line spacing	Intermediate
2013	Formatting	Create a document header	Intermediate
2013	Formatting	Change document margins	Intermediate
2013	Printing	Set print scaling options	Advanced
2013	Printing	Print a selection	Advanced
2013	Printing	Print a document	Beginner
2013	Printing	Switch to Print Layout view	Beginner
2013	Printing	Print a document	Intermediate
2013	Tables and Graphics	Use formulas in a table	Advanced
2013	Tables and Graphics	Compress document pictures	Advanced
2013	Tables and Graphics	Modify an Excel chart	Advanced
2013	Tables and Graphics	Update a linked Excel object in Word	Advanced
2013	Tables and Graphics	Specify the dimensions of WordArt	Advanced
2013	Tables and Graphics	Change picture brightness and contrast	Advanced
2013	Tables and Graphics	Recolor a picture	Advanced
2013	Tables and Graphics	Remove a picture background	Advanced
2013	Tables and Graphics	Enter data in a table	Beginner
2013	Tables and Graphics	Insert clip art	Beginner
2013	Tables and Graphics	Rotate a graphic	Beginner
2013	Tables and Graphics	Wrap text around a graphic	Beginner
2013	Tables and Graphics	Create a table	Beginner
2013	Tables and Graphics	Add a page border	Intermediate
2013	Tables and Graphics	Add a shape to SmartArt	Intermediate
2013	Tables and Graphics	Repeat a table header row across pages	Intermediate
2013	Tables Module	Table - Sort on Multiple Columns	Advanced
2013	Tables Module	Create a table	Beginner

2013	Tables Module	Enter data in a table	Beginner
2013	Tables Module	Table - Apply Style	Beginner
2013	Tables Module	Column Width - Autofit	Beginner
2013	Tables Module	Table - Insert Column	Beginner
2013	Tables Module	Table - Add borders	Beginner
2013	Tables Module	Table - New Row	Beginner
2013	Tables Module	Table - Row Height	Beginner
2013	Tables Module	Merge cells in a table	Beginner
2013	Tables Module	Repeat a table header row across pages	Intermediate
2013	Tables Module	Table - Align Data	Intermediate
2013	Tables Module	Table - Display Text Vertically	Intermediate
2013	Tables Module	Convert text to a table	Intermediate
2013	Tables Module	Table - Sort on One Column	Intermediate
2013	Tables Module	Table - Distribute Columns	Intermediate
2013	Tables Module	Table - Distribute Rows	Intermediate
2013	Tables Module	Create a Quick Table	Intermediate
2013	Tables Module	Move a Column in a table	Intermediate
2013	Tables Module	Remove a table style	Intermediate
2013	Tools and Automation	Insert a Citation	Advanced
2013	Tools and Automation	Use a Wizard to specify a Mail Merge template	Advanced
2013	Tools and Automation	Change track changes options	Advanced
2013	Tools and Automation	Search Help	Advanced
2013	Tools and Automation	Zoom	Beginner
2013	Tools and Automation	Undo an autocorrection	Intermediate