Your Name

863 East 18th Street, Apt. 4, New York, NY 20211; Tel: 212-555-9384

1/12/2017

Embassy of the Republic of Korea
2320 Massachusetts Avenue NW
Washington, DC 20008

Dear Sir or Madam:

I am applying for a long-stay tourist visa to South Korea, valid for four years. I am scheduled to depart for Seoul on March 9, 2017, returning to Chicago on September 22, 2017.

During my stay in South Korea, I will be interviewing musicians and recording footage for a film I am making on contemporary Korean music. I would like a multiple entry visa valid for four years so I can return to South Korea after this trip to follow up on my initial research. I will be based in Seoul, but I will be traveling frequently to record performances and to meet with musicians and producers.

Included with this letter are my completed visa application form, my passport, a passport photo, a copy of my return air ticket, and the visa fee. Please contact me if you need further information.

Sincerely,

Your Name

Enc: 5

Placeholder text is replaced with student information to match Figure 2-19

Your Name

973 Aspen Street, Apt. 2, Detroit, MI 48207
Tel: 313-555-8383; E-mail: yourname@aol.com

Hyperlink is removed

September 8, 2017

Today's date is added

Ms. Selena Torres
Director of Recruiting
ThinkPoint Technologies
700 Woodward Ave.
Detroit, MI 48226

Inside address and salutation placeholders are replaced with information in Figure 2-19

Text is reworked and rearranged as instructed

Dear Ms. Torres:

I am writing to apply for the administrative assistant position (B16F5) at ThinkPoint Technologies' Detroit office that was advertised in The Detroit News. My administrative office experience, combined with my coursework in business, management, and computer science make me an ideal candidate for the position.

As you can see from the enclosed resume, my background includes strong computer skills. I have worked extensively with Microsoft Word, PowerPoint, Excel, and OneNote, and with several e-mail programs. In my current position at Blodget Enterprises, I am responsible for organizing meetings, trade shows, and conferences, as well as for producing newsletters and slide presentations. Additionally, I do minor bookkeeping and track the budget for office supplies. My references will vouch for my excellent communication, organizational, and interpersonal skills.

I would appreciate the opportunity to meet with you to discuss the position, my skills, and my experience. You can reach me by telephone at (630) 555-8383 or by e-mail at yourname@aol.com.

Sincerely,

Your Name

Student name is in signature block

Enc.

Your Name

973 Aspen Street, Apt. 2, Detroit, MI 48207
Tel: 313-555-8383; E-mail: yourname@aol.com

September 8, 2017

Ms. Selena Torres
Director of Recruiting
ThinkPoint Technologies
700 Woodward Ave.
Detroit, MI 48226

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I would appreciate the opportunity to meet with you to discuss the position, my skills, and my experience. You can reach me by telephone at (630) 555-8383 or by e-mail at yourname@aol.com.

Sincerely,

Your Name

Enc.

Your Name
Today's Date

Student name and date is added to placeholder text

1. Search the World Wide Web for online guides to English language grammar, style, and usage. Below, list the names of at least two websites you find, and format the names as hyperlinks to the websites.

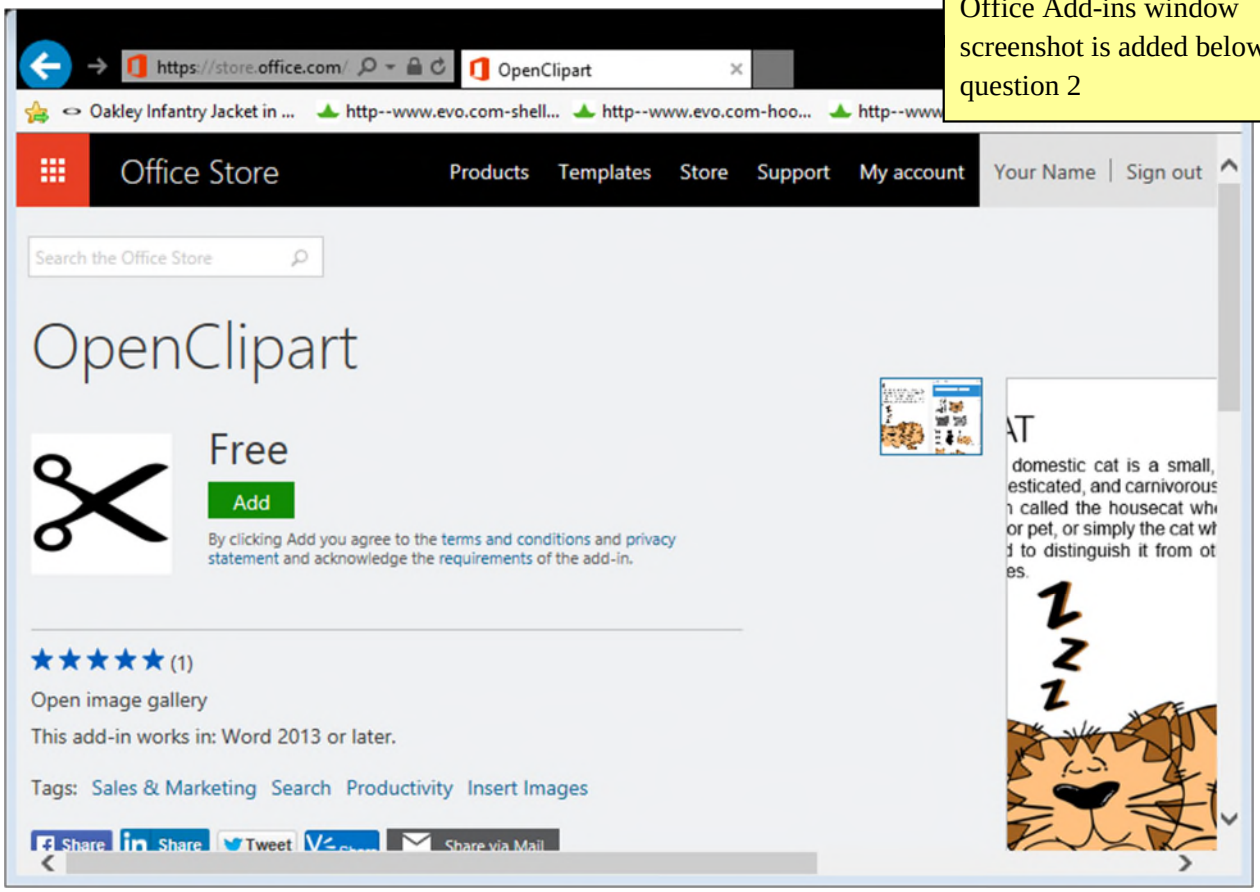
English Grammar

One Look Dictionary

Question 1 is completed and websites are formatted as hyperlinks

2. Search the Office Add-ins store to find add-ins that might be useful to you in your work. Insert a screenshot of an add-in webpage below.

Office Add-ins window screenshot is added below question 2



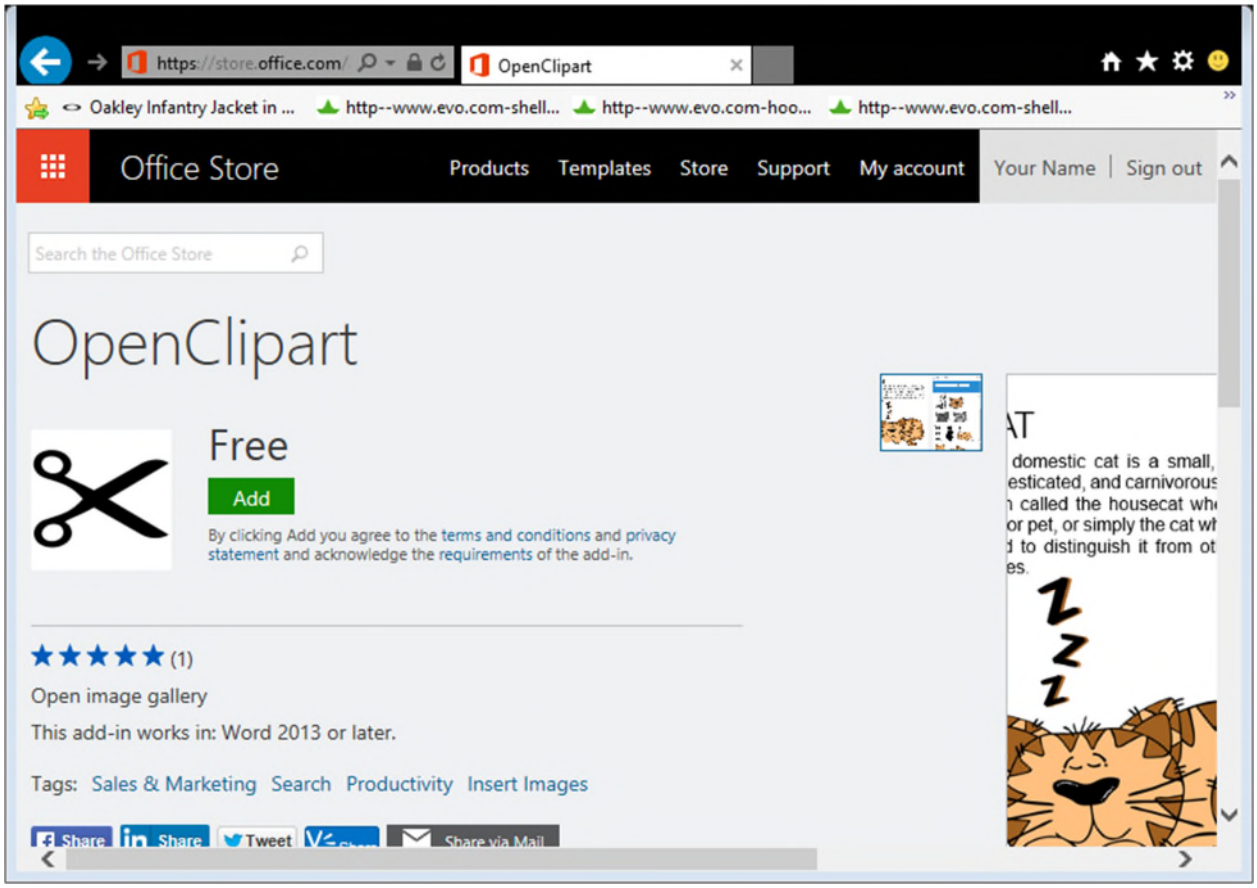
Your Name
Today's Date

1. Search the World Wide Web for online guides to English language grammar, style, and usage. Below, list the names of at least two websites you find, and format the names as hyperlinks to the websites.

English Grammar

One Look Dictionary

2. Search the Office Add-ins store to find add-ins that might be useful to you in your work. Insert a screenshot of an add-in webpage below.



PRESS RELEASE

FOR IMMEDIATE RELEASE
September 7, 2017

Paragraphs are rearranged using the Office Clipboard

Text is rearranged according to instructions

Contact:
Your Name
910-555-2938

Placeholder text is replaced with student information

MATOS is copied from headline and pasted to the third and fourth paragraphs

All tenth instances are replaced with twelfth

MATOS 2017
anchester Artists Open Their Studios to the Public

MAN HESTER, NH -- The fall 2017 Open Studios season kicks off with Manchester Art/Tech Open Stud s (MATOS) on Saturday and Sunday, October 13 and 14, from 11 a.m. to 6 p.m. More than 60 Man chester artists will open their studios and homes to the public for this annual event, now in its twelfth year.

Manchester is a historic and diverse city, long home to a flourishing community of artists. Quiet residential streets lined with charming Victorians edge a vibrant commercial and industrial zone, all peppered with the studios of printmakers, sculptors, painters, glass and jewelry makers, illustrators, potters, photographers, watercolorists, and other artists working in a wide ra of digital mediums.

Internationally celebrated sculptor Mara Currier will display her new work in the New MATOS group shows will open at the Art 5 Gallery and at the Fisher Café, bo

Thesaurus is used to replace thriving in the second paragraph

Studio location maps will be available prior to the opening at businesses and pub days of the event in Victory Park. Victory Park is located at the junction of Amherst Street and Chestnut Street in downtown Manchester.

Ma chester is easily accessible from all points in New England by car or bus, and from other cities by air. On turday, non-Manchester residents may park in permit-only areas provided they display a copy of the ATOS 2017 map on the dashboard. There are no parking restrictions on Sundays in Manchester.

MA 2017 receives nds from participating artists and from the Manchester Arts Council, the North Har re Cultural Counci d the NEA, with valuable support from local universities and businesses.

######

All st abbreviations are replaced with street

All 2015 instances are replaced with 2017

PRESS RELEASE

FOR IMMEDIATE RELEASE
September 7, 2017

Contact:
Your Name
910-555-2938

MATOS 2017
Manchester Artists Open Their Studios to the Public

MANCHESTER, NH -- The fall 2017 Open Studios season kicks off with Manchester Art/Tech Open Studios (MATOS) on Saturday and Sunday, October 13 and 14, from 11 a.m. to 6 p.m. More than 60 Manchester artists will open their studios and homes to the public for this annual event, now in its twelfth year.

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Internationally celebrated sculptor Mara Currier will display her new work in the rotunda of City Library. New MATOS group shows will open at the Art 5 Gallery and at the Fisher Café, both on Hanover Street.

Studio location maps will be available prior to the opening at businesses and public libraries, and on the days of the event in Victory Park. Victory Park is located at the junction of Amherst Street and Chestnut Street in downtown Manchester.

Manchester is easily accessible from all points in New England by car or bus, and from other cities by air. On Saturday, non-Manchester residents may park in permit-only areas provided they display a copy of the MATOS 2017 map on the dashboard. There are no parking restrictions on Sundays in Manchester.

MATOS 2017 receives funds from participating artists and from the Manchester Arts Council, the North Hampshire Cultural Council, and the NEA, with valuable support from local universities and businesses.

#####

PRESS RELEASE

FOR IMMEDIATE RELEASE
September 7, 2017

Contact:
Your Name
910-555-2938

E-mail hyperlink is added as instructed

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Manchester Artists Open Their Studios to the Public

MANCHESTER, NH -- The fall 2017 Open Studios season kicks off with Manchester Art/Tech Open Studios (MATOS) on Saturday and Sunday, October 13 and 14, from 11 a.m. to 6 p.m. More than 60 Manchester artists will open their studios and homes to the public for this annual event, now in its twelfth year.

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#####

NEA text in last paragraph is converted to a hyperlink with ScreenTip

PRESS RELEASE

FOR IMMEDIATE RELEASE
September 7, 2017

Contact:
Your Name
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Manchester Artists Open Their Studios to the Public

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#####

Reason2Go Press Release

520 Westwood Blvd ● Los Angeles, CA 90024 ● Tel: 213-555-1223 ● Fax: 213-555-0937 ● www.r2g.com

Press release edited to resemble figure 2-6

For Immediate Release
September 19, 2017

Mary Watson replaced with student name

Contact:
Mary Watson
213-555-1223

"Luncheon" has been replaced with "Lecture" throughout

Spelling of word "inaugural" corrected

ures to Speak in R2G's San Diego Lecture Series

LOS ANGELES – The inaugural event in Reason2Go's new San Diego Lecture Series will feature acclaimed Canadian environmental journalist Pedro Soares, author of more than fifteen books and numerous essays. Soares will present slides and speak about his recent experience exploring the head ers of the Amazon River in Peru.

"San Diego Luncheon" is copied from the headline to third paragraph with context appropriate formatting

"innumerable" replaced with

The event will be held October 12 a n F Str Gaslamp Quarter. San Diego Union uce the speaker.

This is the first event in a monthly luncheon series that will feature a p tation by a prominent international expert. Each presentation will showcase a different corner of th world, giving viewe a glimpse into the heart of R2G project locales. Our speaker list for the 2017 San Diego Lecture seaso includes Alaskan guide Michael Coonan, African wildlife biologist Marcia Stone, travel film produce Hillary Bellman, Himalayan geologist Russell Newby, environmental economist Jessica Chi, documer filmmaker Marta Santiago, and wind farm specialist Lee Duong. A detailed schedule is R2G website at www.r2g.com.

"Noted" replaced with "prominent"

Tickets are $12 for non-members. A one-year m bership to the series is $85 for an individual or $120 for two people residing at the same address. Ticket be purchased at R2G or online at www.r2g.com/events.html. Ticket prices include lunch.

www.r2g.com is copied from fifth paragraph to last paragraph

# # # # #

"Ticket prices include lunch" is moved from the fourth paragraph to the fifth

"Alaskan Guide Michael Coonan" is placed before the word "African" in the third body paragraph

Reason2Go Press Release

520 Westwood Blvd ● Los Angeles, CA 90024 ● Tel: 213-555-1223 ● Fax: 213-555-0937 ● www.r2g.com

For Immediate Release
September 19, 2017

Contact:
Mary Watson
213-555-1223

Pedro Soares to Speak in R2G's San Diego Lecture Series

LOS ANGELES – The inaugural event in Reason2Go's new San Diego Lecture Series will feature acclaimed Canadian environmental journalist Pedro Soares, author of more than fifteen books and numerous essays. Soares will present slides and speak about his recent experience exploring the headwaters of the Amazon River in Peru.

The event will be held October 12 at 12:30 p.m. in the historic Globe Theatre on F Street in San Diego's Gaslamp Quarter. San Diego Union-Tribune travel editor Maya Starr will introduce the speaker.

This is the first event in a monthly luncheon series that will feature a presentation by a prominent international expert. Each presentation will showcase a different corner of the world, giving viewers a glimpse into the heart of R2G project locales. Our speaker list for the 2017 San Diego Lecture season includes Alaskan guide Michael Coonan, African wildlife biologist Marcia Stone, travel film producer Hillary Bellman, Himalayan geologist Russell Newby, environmental economist Jessica Chi, documentary filmmaker Marta Santiago, and wind farm specialist Lee Duong. A detailed schedule is available on the R2G website at www.r2g.com.

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# # # # #

Document saved as WD 2-Lecture PR Public

Reason2Go Press Release

520 Westwood Blvd ● Los Angeles, CA 90024 ● Tel: 213-555-1223 ● Fax: 213-555-0937 ● www.r2g.com

Document properties have been removed

For Immediate Release
September 19, 2017

Contact:
Your Name
213-555-1223

Hyperlink applied to student name and links to student email, with Subject "San Diego Lecture Series"

Pedro Soares to Speak in R2G's San Diego Lecture Series

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Tickets are $95 for non-members. A one-year membership to the series is $85 for an individual or $120 for two people residing at the same address. Tickets can be purchased at R2G or online at www.r2g.com/events.html. Ticket prices include lunch.

Hyperlink applied to Gaslamp Quarter in second paragraph and links to www.gaslamp.org

# # # # #

Gaslamp Quarter hyperlink contains a screen tip "Map, parking, and other information about the Gaslamp Quarter"

Reason2Go Press Release

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September 19, 2017

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# # # # #

The Adelaide Opera House

32 King William Street, Adelaide SA 5001, Australia

All instances of Auckland are replaced with Adelaide

All instances of Lyric Theatre are replaced with Opera House

March 12, 2017

Placeholder text is replaced with student information to match Figure 2-18

All instances of New Zealanders are replaced with Australians

Ms. Georgina Fuller
12-34 Wattle Street
Adelaide SA 5006

Dear Ms. Fuller:

When the Adelaide community sought to recapture the splendor and promise of the Adelaide Opera House, its many supporters helped to realize the successes we now celebrate. The Adelaide Opera House serves as a reminder of the vital role the arts have played in the lives of Australians. Since its revitalization, the programs offered by the performance venue have benefited individuals and families throughout the region and beyond.

The Adelaide Opera House is a nonprofit organization and is dependent upon continue to fulfill its mission. Ticket sales cover only a portion of our operatir count on contributions to continue to provide the high quality and wide range present each season.

Fourth paragraph moved to be the second paragraph

This year we are grateful to be able to celebrate many notable accomplishments. Thousands of Australians participated in a season that included operas, musicals, symphony orchestras, jazz ensembles, popular and traditional music, dance, family and children's events, and some of the finest independent films available. School children from the Adelaide region attended special school performances at the theatre.

In addition, significant capital improvements helped make the theatre more comfortable. As a result, the Arts Council selected the Adelaide Opera House as a site for its Film Preservation Tour, a series of screenings of restored classic films.

Please help us continue to bring the magic of the performing and visual arts to the Adelaide region. Every contribution – large or small – supports our programs. At this time we ask you to be as generous as you can.

Considerable is replaced with a synonym

Information is added to Document Properties as instructed

Sincerely,

Student name is added to the signature block replacing Title with exd

Your Name
Executive Director

Custom property is added to the Document Properties

AutoCorrect entry inserts Executive Director when exd is typed

The Adelaide Opera House

32 King William Street, Adelaide SA 5001, Australia

March 12, 2017

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12-34 Wattle Street
Adelaide SA 5006

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Please help us continue to bring the magic of the performing and visual arts to the Adelaide region. Every contribution – large or small – supports our programs. At this time we ask you to be as generous as you can.

Sincerely,

Your Name
Executive Director

Continuing Education Memo

All document property information is stripped; spelling and grammar checked; memo proofread for errors

Date: 10/7/2017

To: Business Instructors

From: Your Name

Student name is added to placeholder text

RE: Course schedule for spring 2018 semester

We are in the process of finalizing the business course schedule for the spring 2018 continuing education courses. Registration begins December 1 and ends on the first day of the spring semester, January 20. The final class schedule will be printed and posted to our website at the end of next week. The following courses are scheduled to meet twice a week for twelve weeks:

Hyperlink is added to "website" in the first paragraph with a ScreenTip

First two paragraphs are merged into one

Accounting for Small Business
Business Leadership
Financial Accounting
Human Resources and Work Readiness
Human Resources Management
International Marketing
Introduction to International Business
Introduction to Microsoft Access
Marketing Fundamentals
Microsoft Excel for Business
Microsoft PowerPoint Basics
Microsoft Word for Business
Professional Leadership Development

List of twelve-week courses is reorganized

In addition, we will offer the following one-day seminars:

Business Ethics
Creating an Ergonomic Workspace
Demystifying Computers
Green Business Practices
How to Buy a Computer
Make your Own Webpage
Professional Image Building
Public Speaking

List of one-day seminars is reorganized

If you are planning to teach a business course that is not on these lists, please contact me immediately. I will be working in the continuing education office (28 Butler Hall) from 12:30 to 4:30 every day this week. You can also leave a voice mail for me on extension 7736 or e-mail me.

If you are planning to teach… sentence is moved to the last paragraph

"e-mail me" in the last paragraph is a hyperlink

Continuing Education Memo

Date: 10/7/2017

To: Business Instructors

From: Your Name

RE: Course schedule for spring 2018 semester

We are in the process of finalizing the business course schedule for the spring 2018 continuing education courses. Registration begins December 1 and ends on the first day of the spring semester, January 20. The final class schedule will be printed and posted to our website at the end of next week. The following courses are scheduled to meet twice a week for twelve weeks:

Accounting for Small Business
Business Leadership
Financial Accounting
Human Resources and Work Readiness
Human Resources Management
International Marketing
Introduction to International Business
Introduction to Microsoft Access
Marketing Fundamentals
Microsoft Excel for Business
Microsoft PowerPoint Basics
Microsoft Word for Business
Professional Leadership Development

In addition, we will offer the following one-day seminars:

Business Ethics
Creating an Ergonomic Workspace
Demystifying Computers
Green Business Practices
How to Buy a Computer
Make your Own Webpage
Professional Image Building
Public Speaking

If you are planning to teach a business course that is not on these lists, please contact me immediately. I will be working in the continuing education office (28 Butler Hall) from 12:30 to 4:30 every day this week. You can also leave a voice mail for me on extension 7736 or e-mail me.

Grading Rubric – Word 2016
Module 2: Editing Documents
Visual Workshop

Class:
Professor:
Notes:
Solution File: *WD 2-Visa Letter.docx*

Description	Pts	Your Score
Date, letterhead, inside address, salutation, and closing placeholder text is replaced to match Figure B-20	**5**	
Sentences are reorganized using the Office Clipboard to match Figure B-20	**5**	
Document property information is removed	**3**	
TOTAL POSSIBLE POINTS:	**13**	**0**

YOUR SCORE: _____

Grading Rubric – Word 2016
Module 2: Editing Documents
Independent Challenge 1

Class:
Professor:
Notes:
Solution File: *WD 2- Fundraising Letter.docx*

Description	Pts	Your Score
Placeholder text is replaced with student information to match Figure 2-18	**3**	
All instances of Auckland are replaced with Adelaide	**2**	
All instances of Lyric Theatre are replaced with Opera House	**2**	
All instances of New Zealanders are replaced with Australians	**2**	
Considerable is replaced with a synonym	**2**	
Fourth paragraph moved to be the second paragraph	**2**	
AutoCorrect entry inserts Executive Director when exd is typed	**2**	
Student name is added to the signature block replacing Title with exd	**2**	
Information is added to Document Properties as instructed	**2**	
Custom property is added to the Document Properties	**2**	
TOTAL POSSIBLE POINTS:	**21**	**0**

YOUR SCORE: _____

Grading Rubric – Word 2016
Module 2: Editing Documents
Independent Challenge 4

Class:
Professor:
Notes:
Solution File: *WD 2-References.docx*

Description	Pts	Your Score
Student name and date is added to placeholder text	**3**	
Question 1 is completed and websites are formatted as hyperlinks	**5**	
Office Add-ins window screenshot is added below question 2	**5**	
TOTAL POSSIBLE POINTS:	**13**	**0**

YOUR SCORE: _____

Grading Rubric – Word 2016
Module 2: Editing Documents
Skills Review

Class:
Professor:
Notes:
Solution File: *WD 2-MATOS 2017 PR.docx, WD 2-MATOS 2017 PR Public.docx*

Description	Pts	Your Score
WD B-PAOS 2016 PR.docx		
Placeholder text is replaced with student information	**3**	
Text is rearranged according to instructions	**2**	
MATOS is copied from headline and pasted to the third and fourth paragraphs	**2**	
Paragraphs are rearranged using the Office Clipboard	**2**	
All 2015 instances are replaced with 2017	**2**	
All tenth instances are replaced with twelfth	**2**	
All st abbreviations are replaced with street	**2**	
Thesaurus is used to replace thriving in the second paragraph	**2**	
WD B-PAOS 2016 PR Public.docx		
E-mail hyperlink is added as instructed	**2**	
NEA text in last paragraph is converted to a hyperlink with ScreenTip	**2**	
TOTAL POSSIBLE POINTS:	**21**	**0**

YOUR SCORE: _____

Grading Rubric – Word 2016
Module 2: Editing Documents
Independent Challenge 2

Class:
Professor:
Notes:
Solution File: *WD 2-ThinkPoint Cover Letter.docx*

Description	Pts	Your Score
Placeholder text is replaced with student information to match Figure 2-19	**3**	
Hyperlink is removed	**2**	
Today's date is added	**2**	
Inside address and salutation placeholders are replaced with information in Figure 2-19	**2**	
Text is reworked and rearranged as instructed	**2**	
Student name is in signature block	**2**	
TOTAL POSSIBLE POINTS:	**13**	**0**

YOUR SCORE: _____

Grading Rubric – Word 2016
Module 2: Editing Documents
Independent Challenge 3

Class:
Professor:
Notes:
Solution File: *WD 2-Business Courses Memo.docx*

Description	Pts	Your Score
Student name is added to placeholder text	**3**	
If you are planning to teach… sentence is moved to the last paragraph	**2**	
First two paragraphs are merged into one	**2**	
List of twelve-week courses is reorganized	**2**	
List of one-day seminars is reorganized	**2**	
Hyperlink is added to "website" in the first paragraph with a ScreenTip	**2**	
"e-mail me" in the last paragraph is a hyperlink with a subject	**2**	
All document property information is stripped; spelling and grammar checked; memo proofread for errors	**3**	
TOTAL POSSIBLE POINTS:	**18**	**0**

YOUR SCORE: _____

Name:_____ Class:_____ Date:_____

Productivity App: Productivity Apps for School and Work

1. OneNote will not function at all without an Internet connection.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: PA-2
Syncing a Notebook to the Cloud
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:21 PM
DATE MODIFIED: 4/26/2016 7:26 PM

2. OneNote allows users to convert handwriting to text using the Ink to Text button.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Converting Handwriting to Text
PA-3
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:26 PM
DATE MODIFIED: 4/26/2016 7:27 PM

3. It is possible to record audio conversations with OneNote if your computer or device has a camera and/or a microphone.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: PA-4
Recording a Lecture
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:27 PM
DATE MODIFIED: 4/26/2016 7:29 PM

4. Microsoft Sway is available as an app on Office365 or at Sway.com.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Introduction to Sway
PA-6

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QUESTION TYPE: True / False
HAS VARIABLES: False
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5. Sway users work through a Storyline, which has tools and a work area for composing a digital story.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Creating a Sway Presentation
PA-6
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:38 PM
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6. Sway will not resize background images, so it is necessary to purchase a separate app to do that.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Introduction to Sway
PA-6
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:46 PM
DATE MODIFIED: 4/26/2016 7:48 PM

7. Office Mix is an add-in for Microsoft PowerPoint, which allows users to enhance PowerPoint presentations.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Introduction to Office
PA-10
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:48 PM
DATE MODIFIED: 4/26/2016 7:49 PM

8. Through Office Mix, video clips, slide notes, and screen recordings can be added to PowerPoint presentations.
   a. True

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b. False

ANSWER: True
POINTS: 1
REFERENCES: Capturing Video Clips
PA-11
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:50 PM
DATE MODIFIED: 4/26/2016 7:51 PM

9. Office Mix is currently capable of handling extended response quizzes, with more quiz types to be available soon.
a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: Inserting Quizzes, Live Webpages, and Apps
PA-12
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:51 PM
DATE MODIFIED: 4/26/2016 7:52 PM

10. Microsoft Edge is a Web browser that was designed as an add-in to Internet Explorer.
a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: Introduction to Microsoft Edge
PA-14
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:52 PM
DATE MODIFIED: 4/26/2016 7:53 PM

11. Cortana appears as an animated circle in the Address bar when it is turned on and you might need assistance.
a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Locating Information with Cortana
PA-14
QUESTION TYPE: True / False
HAS VARIABLES: False

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12. Microsoft Edge will allow users to save webpages, but they cannot be written on.
    a. True
    b. False

ANSWER: False
POINTS: 1
REFERENCES: Annotating Webpages
PA-15
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:56 PM
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13. Each OneNote notebook is divided into sections, also called Section Tabs. _____

ANSWER: True
POINTS: 1
REFERENCES: Introduction to OneNote 2016
PA-2
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:57 PM
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14. It is possible, through OneNote, to draw directly on the screen using drawing tools. _____

ANSWER: True
POINTS: 1
REFERENCES: Introduction to OneNote 2016
PA-2
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:59 PM
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15. OneNote only allows one type of project to be stored at a time. _____

ANSWER: False -
POINTS: 1
REFERENCES: Creating a OneNote Notebook
PA-2
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
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DATE MODIFIED: 4/26/2016 8:03 PM

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16. A Sway site can be shared on Microsoft-approved devices only. _____

ANSWER: False -
POINTS: 1
REFERENCES: PA-6
Introduction to Sway
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 8:03 PM
DATE MODIFIED: 4/26/2016 8:05 PM

17. Storyline selections, called Frames, allow users to add content. _____

ANSWER: False -
POINTS: 1
REFERENCES: Creating a Sway Presentation
PA-6
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 8:05 PM
DATE MODIFIED: 4/26/2016 8:06 PM

18. Users can add Facebook or OneNote pictures in Sway without leaving the app. _____

ANSWER: True
POINTS: 1
REFERENCES: Adding Content to Build a Story
PA-7
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 8:07 PM
DATE MODIFIED: 4/26/2016 8:08 PM

19. To use Office Mix, an account is necessary at mix.office.com. _____

ANSWER: True
POINTS: 1
REFERENCES: Adding Office Mix to PowerPoint
PA-10
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
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20. Office Mix is an integral part of PowerPoint--it need not be downloaded and installed. _____

ANSWER: False -

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POINTS: 1
REFERENCES: PA-10
Adding Office Mix to PowerPoint
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
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DATE MODIFIED: 4/26/2016 8:11 PM

21. Using Office Mix, screen recordings can be captured and used to help enhance a presentation.
_____

ANSWER: True
POINTS: 1
REFERENCES: Capturing Video Clips
PA-11
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
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DATE MODIFIED: 4/26/2016 8:13 PM

22. In Microsoft Edge, Reading View will not block pop-up ads or other clutter on a webpage. _____
ANSWER: False -
POINTS: 1
REFERENCES: Browsing the Web with Microsoft Edge
PA-14
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 8:13 PM
DATE MODIFIED: 4/26/2016 8:14 PM

23. The Inking toolbar in Microsoft Edge allows users to write on webpages and save the webpage as well as the writing on it. _____
ANSWER: True
POINTS: 1
REFERENCES: Annotating Webpages
PA-15
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
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24. Microsoft Edge runs in a partial Sandbox, which helps prevent attackers from gaining control of a computer.
_____
ANSWER: True
POINTS: 1

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REFERENCES: Annotating Webpages
PA-15
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
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25. Microsoft OneNote is a _____ app for your academic and professional life.
a. spreadsheet
b. notetaking
c. database
d. gaming

ANSWER: b
POINTS: 1
REFERENCES: Introduction to OneNote 2016
PA-2
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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DATE MODIFIED: 4/26/2016 8:23 PM

26. OneNote is divided into sections similar to that of a
a. spiral notebook.
b. map
c. compass
d. desktop

ANSWER: a
POINTS: 1
REFERENCES: Creating a OneNote Notebook
PA-2
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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DATE MODIFIED: 4/26/2016 8:58 PM

27. The Microsoft OneNote mobile app
a. was subcontracted for Microsoft by Google.
b. runs a full version of OneNote 2016.
c. is a lightweight version of OneNote 2016.
d. syncs with all Apple products.

ANSWER: c
POINTS: 1
REFERENCES: Syncing a Notebook to the Cloud

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PA-2
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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DATE MODIFIED: 4/26/2016 9:01 PM

28. OneNote creates a Drawing Canvas, which is
    a. a container for shapes and lines.
    b. a personal assistant.
    c. a storyline for interactive video content
    d. .a teleprompter.

ANSWER: a
POINTS: 1
REFERENCES: Syncing a Notebook to the Cloud
PA-2
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/27/2016 3:07 PM
DATE MODIFIED: 4/27/2016 3:14 PM

29. Microsoft Sway utilizes Responsive Design, which means
    a. the software responds to hackers and other threats responsively.
    b. what you create becomes the exclusive property of Microsoft.
    c. your content only works with Microsoft-approved products.
    d. your content adapts perfectly to any screen size.

ANSWER: d
POINTS: 1
REFERENCES: Introduction to Sway
PA-6
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/27/2016 3:14 PM
DATE MODIFIED: 4/27/2016 3:16 PM

30. In Sway, each storyline can include
    a. text, images, and videos.
    b. databases, word-processor documents, and spreadsheets.
    c. games, productivity apps, and home-office applications.
    d. other Sways.

ANSWER: a
POINTS: 1
REFERENCES: Creating a Sway presentation
PA-6

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QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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31. To add content to Sway from search results, you
    a. purchase varying data plans from Microsoft.
    b. left-click on the content once.
    c. drag the content right into Sway.
    d. press ALT-F4.

ANSWER: c
POINTS: 1
REFERENCES: Adding Content to Build a Story
PA-7
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/27/2016 3:20 PM
DATE MODIFIED: 4/27/2016 3:23 PM

32. To share a presentation through Office Mix,
    a. users hold up their devices so that others can look at it.
    b. Presentations cannot be shared through Office Mix.
    c. a data projector is required.
    d. a link is shared with friends and colleagues.

ANSWER: d
POINTS: 1
REFERENCES: Sharing an office Mix Presentation
PA-12
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/27/2016 3:23 PM
DATE MODIFIED: 4/27/2016 3:24 PM

33. In Office Mix, the Slide Notes feature works as a _____, to help you focus on your content instead of memorizing a presentation.
    a. digital assistant
    b. TelePrompTer
    c. calculator
    d. spreadsheet

ANSWER: a
POINTS: 1
REFERENCES: Capturing Video Clips
PA-11

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QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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34. In a Screen Recording, Office Mix
    a. often crashes any computer running it.
    b. offers helpful suggestions to search queries.
    c. filters out any spam that may distract a user from a presentation.
    d. captures everything that happens in a selected part of the screen, to be added to a presentation.

ANSWER: d
POINTS: 1
REFERENCES: Capturing Video Clips
PA-11
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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35. To share an Office Mix presentation,
    a. let a friend or colleage take a picture of it.
    b. upload it to your personal Office Mix dashboard.
    c. send the device via snail mail to whomever you want to present it to.
    d. sharing Office Mix presentations is currently unavailable.

ANSWER: b
POINTS: 1
REFERENCES: Sharing an Office Mix Presentation
PA-12
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/27/2016 5:25 PM
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36. Microsoft Edge
    a. has been discontinued in favor of an enhanced version of Internet Explorer.
    b. is a cutting-edge word processing program.
    c. is the default web browser for Windows 10, designed to replace Internet Explorer.
    d. allows users to make high quality presentations to friends or colleagues.

ANSWER: c
POINTS: 1
REFERENCES: Introduction to Microsoft Edge
PA-14
QUESTION TYPE: Multiple Choice

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HAS VARIABLES: False
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37. Consider the Hub in Microsoft Edge as
    a. similar to using Office Mix.
    b. a complete replacement for Microsoft Office.
    c. a nuisance, to be ignored at all costs.
    d. one-stop access to all the things you collect on the Web.

ANSWER: d
POINTS: 1
REFERENCES: Browsing the Web with Microsoft Edge
PA-14
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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DATE MODIFIED: 4/27/2016 5:29 PM

38. When Cortana is on in Microsoft Edge, it acts as a(n)
    a. personal assistant.
    b. template to draw on a web page with.
    c. array of tools to make quality presentations.
    d. place to store text, images, and videos.

ANSWER: a
POINTS: 1
REFERENCES: Locating Information with Cortana
PA-14
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/27/2016 5:30 PM
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39. Microsoft OneNote replaces physical _____, _____, and _____ with a searchable, digital notebook.
    a. notebooks
    b. binders
    c. paper notes
    d. computers

ANSWER: a, b, c
POINTS: 1
REFERENCES: Introduction to OneNote 2016
PA-2
QUESTION TYPE: Multiple Response
HAS VARIABLES: False

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40. OneNote captures your ideas and schoolwork on any device so you can _____, _____, and _____.
a. stay organized
b. share notes
c. work with others on projects
d. let others do your work for you.

ANSWER: a, b, c
POINTS: 1
REFERENCES: Introduction to OneNote 2016
PA-2
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
DATE CREATED: 4/27/2016 5:43 PM
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41. Each OneNote notebook contains _____, _____, and _____.
a. sections
b. pages
c. other notebooks
d. complete apps

ANSWER: a, b, c
POINTS: 1
REFERENCES: Creating a OneNote Notebook
PA-2
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
DATE CREATED: 4/27/2016 5:45 PM
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42. Sway lets you combine which of the following onto a Sway site that you can share and display on any device? (select all that apply)
a. text
b. images
c. videos
d. social media

ANSWER: a, b, c, d
POINTS: 1
REFERENCES: Introduction to Sway
PA-6
QUESTION TYPE: Multiple Response
HAS VARIABLES: False

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43. With Sway, you can (select all that apply)
    a. Drag content from the search results right into the Storyline.
    b. specify the source of the media, so you can add Facebook or OneNote pictures and videos without leaving the app.
    c. have your computer make Sways for you automatically.
    d. legally use copyrighted material free of charge.

ANSWER: a, b
POINTS: 1
REFERENCES: Adding Content to Build a Story
PA-7
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
DATE CREATED: 4/27/2016 5:48 PM
DATE MODIFIED: 4/27/2016 5:50 PM

44. In sharing a Sway site, you can (select all that apply)
    a. share a Sway with only yourself
    b. post the Sway on Docs.com.
    c. send friends a link to the Sway site
    d. share a Sway site by way of social media, such as Facebook and Twitter.

ANSWER: a, b, c, d
POINTS: 1
REFERENCES: Sharing a Sway
PA-8
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
DATE CREATED: 4/27/2016 5:50 PM
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45. Using Office Mix, you can (select all that apply)
    a. record yourself on video.
    b. capture still and moving images on your desktop.
    c. insert interactive elements sucha as quizzes and live webpages directly into PowerPoint slides.
    d. post presentations to OneDrive, but only one viewer at a time can watch them.

ANSWER: a, b, c
POINTS: 1
REFERENCES: Introduction to Office Mix
PA-10
QUESTION TYPE: Multiple Response
HAS VARIABLES: False

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46. Office Mix can support which types of user-created quizzes? (select all that apply)
    a. short answer
    b. true/false
    c. multiple choice
    d. multiple response

ANSWER: a, b, c, d
POINTS: 1
REFERENCES: Inserting Quizzes, Live Webpages, and Apps
PA-12
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
DATE CREATED: 4/27/2016 5:54 PM
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47. Office Mix will run on which types of operating systems/devices? (select all that apply)
    a. PCs
    b. Macs
    c. iOS devices
    d. Android devices

ANSWER: a, b, c, d
POINTS: 1
REFERENCES: Sharing an Office Mix Presentation
PA-12
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
DATE CREATED: 4/27/2016 5:56 PM
DATE MODIFIED: 4/27/2016 5:58 PM

48. Microsoft Edge allows users to _____, _____, and _____. (select all that apply)
    a. write on webpages
    b. read webpages without advertisements and other distractions
    c. search for information using a virtual personal assistant
    d. work seamlessly in real time with colleagues worldwide

ANSWER: a, b, c
POINTS: 1
REFERENCES: Introduction to Microsoft Edge
PA-14
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
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49. When Cortana is turned on in Microsoft Edge, it can assist users with (select all that apply)
    a. defining words
    b. finding the weather
    c. suggesting coupons for shopping
    d. updating stock market information

ANSWER: a, b, c, d
POINTS: 1
REFERENCES: Locating Information with Cortana
PA-14
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
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50. Microsoft Edge allows users who want to annotate Web pages to (select all that apply)
    a. insert typed notes
    b. draw on the page with only a fingertip
    c. copy a screen image
    d. draw on the screen, but not save the page or the drawing

ANSWER: a, b, c
POINTS: 1
REFERENCES: Annotating Webpages
PA-15
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:05 PM
DATE MODIFIED: 4/27/2016 6:08 PM

51. OneNote is _____.

ANSWER: A note-taking app for your academic and professional life.
POINTS: 1
REFERENCES: Introduction to OneNote 2016
PA-2
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:08 PM
DATE MODIFIED: 4/27/2016 6:10 PM

52. Links to companion Sways that teach you how to use OneNote can be found at _____.

ANSWER: www.cengagebrain.com.
POINTS: 1
REFERENCES: Creating a OneNote Notebook

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PA-2
QUESTION TYPE: Completion
HAS VARIABLES: False
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DATE MODIFIED: 4/27/2016 6:11 PM

53. Beyond simple typed notes, OneNote _____.
ANSWER: stores drawings, converts handwriting to searchable text and mathematical sketches to equations, and records audio and video.
POINTS: 1
REFERENCES: Taking Notes
PA-3
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:12 PM
DATE MODIFIED: 4/27/2016 6:14 PM

54. If a notebook contains sensitive material, you can _____.
ANSWER: password-protect some or all of the notebook so that only certain people can open it.
POINTS: 1
REFERENCES: Recording a Lecture
PA-4
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:14 PM
DATE MODIFIED: 4/27/2016 6:17 PM

55. When you draw on a page, OneNote creates a_____.
ANSWER: drawing canvas, which is a container for shapes and lines.
POINTS: 1
REFERENCES: Taking Notes
PA-3
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:17 PM
DATE MODIFIED: 4/27/2016 6:18 PM

56. OneNote saves your notes _____.
ANSWER: every time you make a change in a notebook.
POINTS: 1
REFERENCES: Syncing a Notebook to the Cloud
PA-2
QUESTION TYPE: Completion
HAS VARIABLES: False

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57. A Sway site organizes text, images, and video into a _____.
ANSWER: responsive design, which means your content adapts perfectly to any screen size.
POINTS: 1
REFERENCES: Introduction to Sway
PA-6
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:22 PM
DATE MODIFIED: 4/27/2016 6:23 PM

58. You create a Sway by adding text and media content into a Storyline selection, or
ANSWER: card
POINTS: 1
REFERENCES: Creating a Sway Presentation
PA-6
QUESTION TYPE: Completion
HAS VARIABLES: False
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59. To add pictures, videos, or documents in a Sway, select a card in the left pane and _____.
ANSWER: select the Insert Content button.
POINTS: 1
REFERENCES: Creating a Sway Presentation
PA-6
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:24 PM
DATE MODIFIED: 4/27/2016 6:25 PM

60. In Sway, use the Design button to display tools including _____.
ANSWER: color palettes, font choices, animation emphasis effects, and style templates.
POINTS: 1
REFERENCES: Designing a Sway
PA-8
QUESTION TYPE: Completion
HAS VARIABLES: False
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61. Use the _____ button to display your finished Sway presentation as a website.

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ANSWER: Play
POINTS: 1
REFERENCES: Publishing a Sway
PA-8
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:27 PM
DATE MODIFIED: 4/27/2016 6:28 PM

62. As the author, you can edit a published Sway site by clicking the_____.
ANSWER: Edit button
POINTS: 1
REFERENCES: Publishing a Sway
PA-8
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:28 PM
DATE MODIFIED: 4/27/2016 6:30 PM

63. Office Mix is a _____
ANSWER: free PowerPoint add-in from Microsoft that adds features to PowerPoint.
POINTS: 1
REFERENCES: Introduction to Office Mix
PA-10
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:30 PM
DATE MODIFIED: 4/27/2016 6:31 PM

64. When you post a finished presentation to OneDrive, Office Mix _____.
ANSWER: provides a link you can share with friends and colleagues.
POINTS: 1
REFERENCES: Introduction to Office Mix
PA-10
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:31 PM
DATE MODIFIED: 4/27/2016 6:33 PM

65. In Office Mix, a clip is _____.
ANSWER: a short segment of audio, such as music, or video.
POINTS: 1
REFERENCES: Capturing Video Clips
PA-11

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Productivity App: Productivity Apps for School and Work

QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:33 PM
DATE MODIFIED: 4/27/2016 6:34 PM

66. Office Mix creates video clips in two ways: _____.
ANSWER: by recording live action on a webcam and by capturing screen images and movements.
POINTS: 1
REFERENCES: Capturing Video Clips
PA-11
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:34 PM
DATE MODIFIED: 4/27/2016 6:36 PM

67. To enhance and assess audience understanding, make your slides interactive by using Office Mix to _____.
ANSWER: add quizzes, live webpages, and apps.
POINTS: 1
REFERENCES: Inserting Quizzes, Live Webpages, and Apps
PA-12
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:38 PM
DATE MODIFIED: 4/27/2016 6:40 PM

68. When you complete your work with Office Mix, _____.
ANSWER: upload the presentation to your personal Office Mix dashboard.
POINTS: 1
REFERENCES: Sharing an Office Mix Presentation
PA-12
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:40 PM
DATE MODIFIED: 4/27/2016 6:41 PM

69. Microsoft Edge is _____.
ANSWER: the name of the new Web browser built into Windows 10.
POINTS: 1
REFERENCES: Introduction to Microsoft Edge
PA-14
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:41 PM
DATE MODIFIED: 4/27/2016 6:43 PM

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70. Microsoft Edge allows you to _____.
ANSWER: search the Web faster, take Web notes, read webpages without distractions, and get instant assistance from Cortana.
POINTS: 1
REFERENCES: Introduction to Microsoft Edge
PA-14
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:43 PM
DATE MODIFIED: 4/27/2016 6:44 PM

71. Businesses started adopting Internet Explorer more than 20 years ago simply to view webpages. Today, Microsoft Edge has a different purpose: _____.
ANSWER: to promote interaction with the web and share its contents with colleagues.
POINTS: 1
REFERENCES: Locating Information with Cortana
PA-14
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:44 PM
DATE MODIFIED: 4/27/2016 6:46 PM

72. In Microsoft Edge, you can switch to Reading View, which _____.
ANSWER: is available for most news and research sites, to eliminate distracting advertisements.
POINTS: 1
REFERENCES: Browsing the Web with Microsoft Edge
PA-14
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:46 PM
DATE MODIFIED: 4/27/2016 6:47 PM

73. Consider the Hub in Microsoft Edge as _____.
ANSWER: providing one-stop access to all the things you collect on the web.
POINTS: 1
REFERENCES: Browsing the Web with Microsoft Edge
PA-14
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:47 PM
DATE MODIFIED: 4/27/2016 6:48 PM

74. One of the most impressive Microsoft Edge features are the Web Note tools, _____.
ANSWER: which you use to write on a webpage or to highlight text.

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POINTS: 1
REFERENCES: Annotating Webpages
PA-15
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:49 PM
DATE MODIFIED: 4/27/2016 6:50 PM

75. You can share inked pages with others using Microsoft Edge by _____.
ANSWER: using the Share Web Note button.
POINTS: 1
REFERENCES: Annotating Webpages
PA-15
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:50 PM
DATE MODIFIED: 4/27/2016 6:52 PM

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Module 2
Editing Documents

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Module 2: Editing Documents

Concepts Review

Screen Labeling	Matching Items	Multiple Choice
1. Paste button	6. b	15. d
2. Copy button	7. a	16. a
3.Show/Hide ¶ button	8. e	17. d
4. Paragraph mark; non-printing character	9. h	18. c
5. Paste Options button	10. d	19. b
	11. f	20. c
	12. i	
	13. c	
	14. g	

Skills Review

In lessons 1-5, students edit a press release. Print the WD 2- MATOS 2017 PR.docx file to see the solution. Student solutions should match. Look for student sentences to be in the same order as those in the solution file, for all spelling and grammar errors to be corrected, for the second paragraph to include a synonym for "thriving," and for "Street" to be spelled out throughout the document.

In lessons 6-7, students prepare a copy of the press release for electronic distribution to the public. Examine the WD 2- MATOS 2017 PR Public.docx file in Word to see the solution. Also, Figure 2-17 on page Word 44 shows the completed document. Student solutions will include hyperlinks to their email address and to www.nea.gov, and all document property information will be removed from the file.

Filenames: WD 2- MATOS 2017 PR.docx and WD 2- MATOS 2017 PR Public.docx

PRESS RELEASE

FOR IMMEDIATE RELEASE
September 7, 2017

Contact:
Your Name
910-555-2938

MATOS 2017
Manchester Artists Open Their Studios to the Public

MANCHESTER, NH – The fall 2017 Open Studios season kicks off with Manchester Art/Tech Open Studios (MATOS) on Saturday and Sunday, October 13 and 14, from 11 a.m. to 6 p.m. More than 60 Manchester artists will open their studios and homes to the public for this annual event, now in its twelfth year.

Manchester is a historic and diverse city, long home to a flourishing community of artists. Quiet residential streets lined with charming Victorians edge a vibrant commercial and industrial zone, all peppered with the studios of printmakers, sculptors, painters, glass and jewelry makers, illustrators, potters, photographers, watercolorists, and other artists working in a wide range of digital mediums.

Internationally celebrated sculptor Mara Currier will display her new work in the rotunda of City Library. New MATOS group shows will open at the Art 5 Gallery and at the Fisher Café, both on Hanover Street.

Studio location maps will be available prior to the opening at businesses and public libraries, and on the days of the event in Victory Park. Victory Park is located at the junction of Amherst Street and Chestnut Street in downtown Manchester.

Manchester is easily accessible from all points in New England by car or bus, and from other cities by air. On Saturday, non-Manchester residents may park in permit-only areas provided they display a copy of the MATOS 2017 map on the dashboard. There are no parking restrictions on Sundays in Manchester.

MATOS 2017 receives funds from participating artists and from the Manchester Arts Council, the North Hampshire Cultural Council, and the NEA, with valuable support from local universities and businesses.

#####

PRESS RELEASE

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#####

Independent Challenge 1

This exercise requires students to edit a letter and to edit the document properties. Print the WD 2-Fundraising Letter.docx file to see the solution. Student solutions should match. Look for students' return address and inside address to be the same as those in the solution letter, for paragraphs to be in the same order as those in the solution letter, and for all spelling and grammar errors to be corrected. Also, check the document properties in student files. Look for the title "Adelaide," the keyword "fund-raising," and a custom property named "Project" with value "Letter for the capital campaign."

Estimated completion time: 15 minutes

Filenames: WD 2-Fundraising Letter.docx

The Adelaide Opera House
32 King William Street, Adelaide SA 5001, Australia

March 12, 2017

Ms. Georgina Fuller
12-34 Wattle Street
Adelaide SA 5006

Dear Ms. Fuller:

When the Adelaide community sought to recapture the splendor and promise of the Adelaide Opera House, its many supporters helped to realize the successes we now celebrate. The Adelaide Opera House serves as a reminder of the vital role the arts have played in the lives of Australians. Since its revitalization, the programs offered by the performance venue have benefited individuals and families throughout the region and beyond.

The Adelaide Opera House is a nonprofit organization and is dependent upon its supporters to continue to fulfill its mission. Ticket sales cover only a portion of our operating expenses. We count on contributions to continue to provide the high quality and wide range of programs we present each season.

This year we are grateful to be able to celebrate many notable accomplishments. Thousands of Australians participated in a season that included operas, musicals, symphony orchestras, jazz ensembles, popular and traditional music, dance, family and children's events, and some of the finest independent films available. School children from the Adelaide region attended special school performances at the theatre.

In addition, significant capital improvements helped make the theatre more comfortable. As a result, the Arts Council selected the Adelaide Opera House as a site for its Film Preservation Tour, a series of screenings of restored classic films.

Please help us continue to bring the magic of the performing and visual arts to the Adelaide region. Every contribution – large or small – supports our programs. At this time we ask you to be as generous as you can.

Sincerely,

Your Name
Executive Director

Independent Challenge 2

This exercise requires students to write a cover letter to apply for one of the jobs listed in the ad shown in Figure 2-19 on page Word 46. Student letters will vary, but should match the format and be similar in content to the following sample solution letter. Look for the letter to be addressed properly, for the letter to reference the position code, for the student to describe his/her qualifications, for an enclosure line to be included, and for the letter to be free of spelling and grammar errors. Print the WD 2- ThinkPoint Cover Letter.docx file to better see the sample solution.

Estimated completion time: 25 minutes

Filename: WD 2-ThinkPoint Cover Letter.docx

Your Name
973 Aspen Street, Apt. 2, Detroit, MI 48207
Tel: 313-555-8383; E-mail: yourname@aol.com

September 8, 2017

Ms. Selena Torres
Director of Recruiting
ThinkPoint Technologies
700 Woodward Ave.
Detroit, MI 48226

Dear Ms. Torres:

I am writing to apply for the administrative assistant position (B16FS) at ThinkPoint Technologies' Detroit office that was advertised in The Detroit News. My administrative office experience, combined with my coursework in business, management, and computer science make me an ideal candidate for the position.

As you can see from the enclosed resume, my background includes strong computer skills. I have worked extensively with Microsoft Word, PowerPoint, Excel, and OneNote, and with several e-mail programs. In my current position at Budget Enterprises, I am responsible for organizing meetings, trade shows, and conferences, as well as for producing newsletters and slide presentations. Additionally, I do minor bookkeeping and track the budget for office supplies. My references will vouch for my excellent communication, organizational, and interpersonal skills.

I would appreciate the opportunity to meet with you to discuss the position, my skills, and my experience. You can reach me by telephone at (630) 555-8383 or by e-mail at yourname@aol.com.

Sincerely,

Your Name

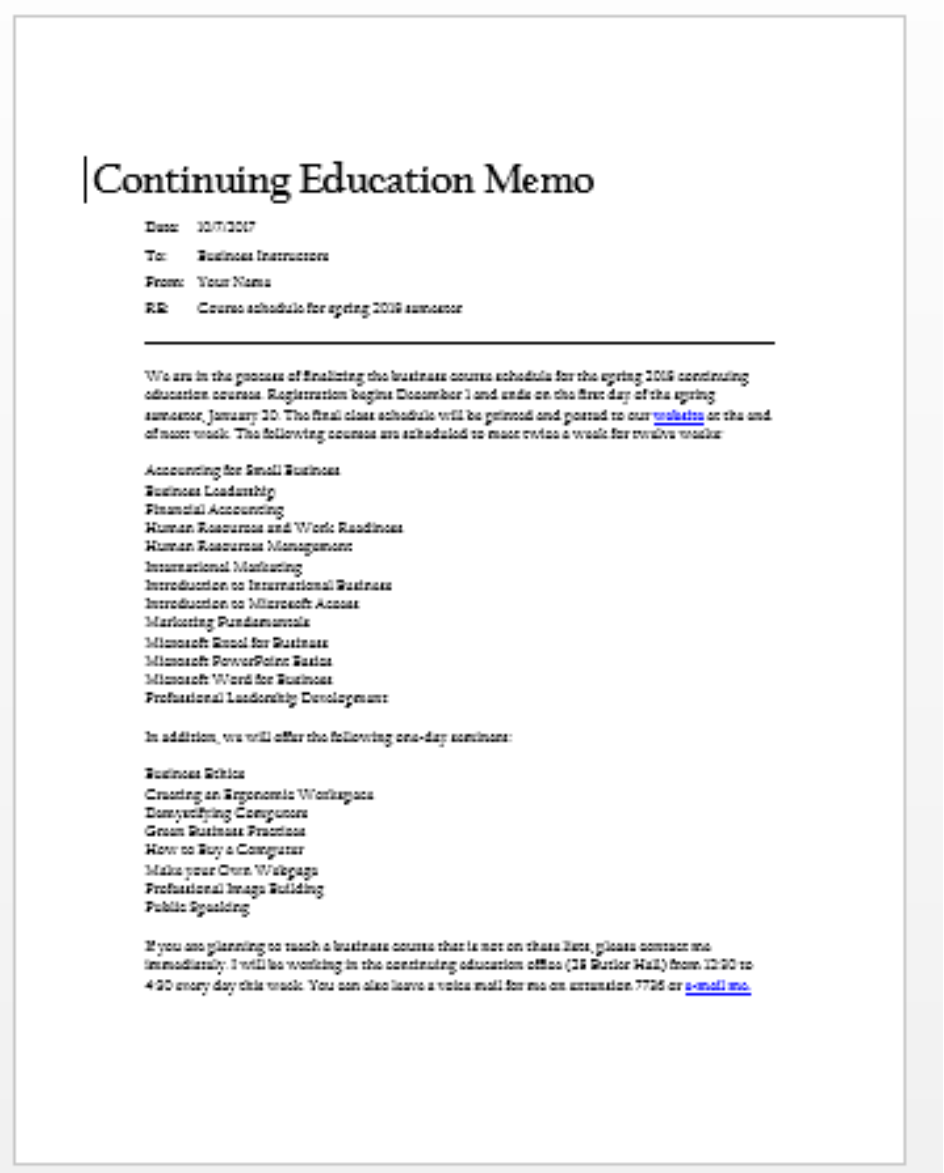
Enc.

Independent Challenge 3

This exercise requires students to use the cut and paste commands to reorganize the text in a memo, to add hyperlinks to the memo, to strip the file of document property information, and to use the Split command to split the document window, and then to move a sentence from one pane to another. Print the WD 2-Business Courses Memo.docx to see the solution. Student solutions should match. Look for student sentences to be in the same order as the solution file, for the list of courses to be in alphabetical order, for the memo to include two hyperlinks, and for all spelling and grammar errors to be corrected.

Estimated completion time: 15 minutes

Filename: WD 2-Business Courses Memo.docx



Continuing Education Memo

Date: 10/7/2017

To: Business Instructors

From: Your Name

RE: Course schedule for spring 2018 semester

We are in the process of finalizing the business course schedule for the spring 2018 continuing education courses. Registration begins December 1 and ends on the first day of the spring semester, January 20. The final class schedule will be printed and posted to our website on the end of next week. The following courses are scheduled to meet twice a week for twelve weeks:

Accounting for Small Business
Business Leadership
Financial Accounting
Human Resources and Work Readiness
Human Resources Management
International Marketing
Introduction to International Business
Introduction to Microsoft Access
Marketing Fundamentals
Microsoft Excel for Business
Microsoft PowerPoint Basics
Microsoft Word for Business
Professional Leadership Development

In addition, we will offer the following one-day seminars:

Business Ethics
Creating an Ergonomic Workspace
Demystifying Computers
Green Business Practices
How to Buy a Computer
Make your Own Webpage
Professional Image Building
Public Speaking

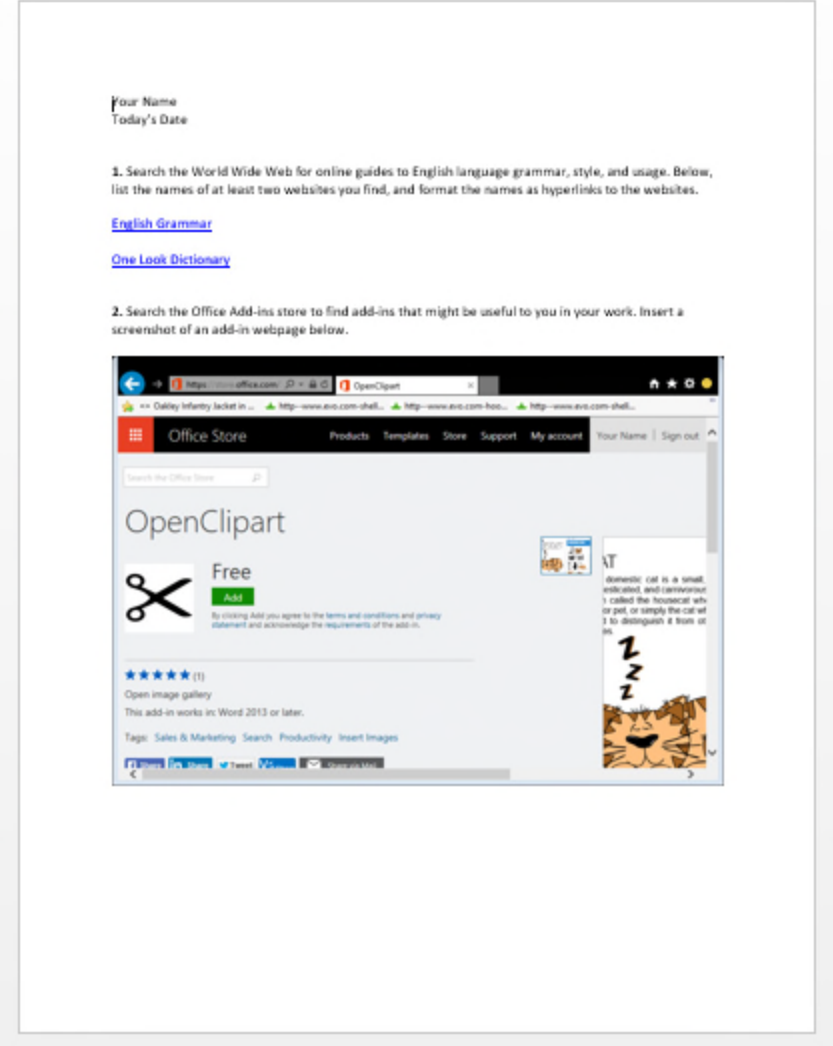
If you are planning to teach a business course that is not on these lists, please contact me immediately. I will be working in the continuing education office (28 Butler Hall) from 12:00 to 4:00 every day this week. You can also leave a voice mail for me on extension 7726 or e-mail me.

Independent Challenge 4: Explore

This exercise requires students to familiarize themselves with reference sources on the World Wide Web, including Office Add-ins, to format hyperlinks to Web reference sources, and to insert a screenshot of a Word 2016 Add-in webpage in the document. Students type their answers in the WD 2- References.docx file. Sample answers follow.

Estimated completion time: 20 minutes

Filename: WD 2-References.docx



Your Name
Today's Date

1. Search the World Wide Web for online guides to English language grammar, style, and usage. Below, list the names of at least two websites you find, and format the names as hyperlinks to the websites.

English Grammar

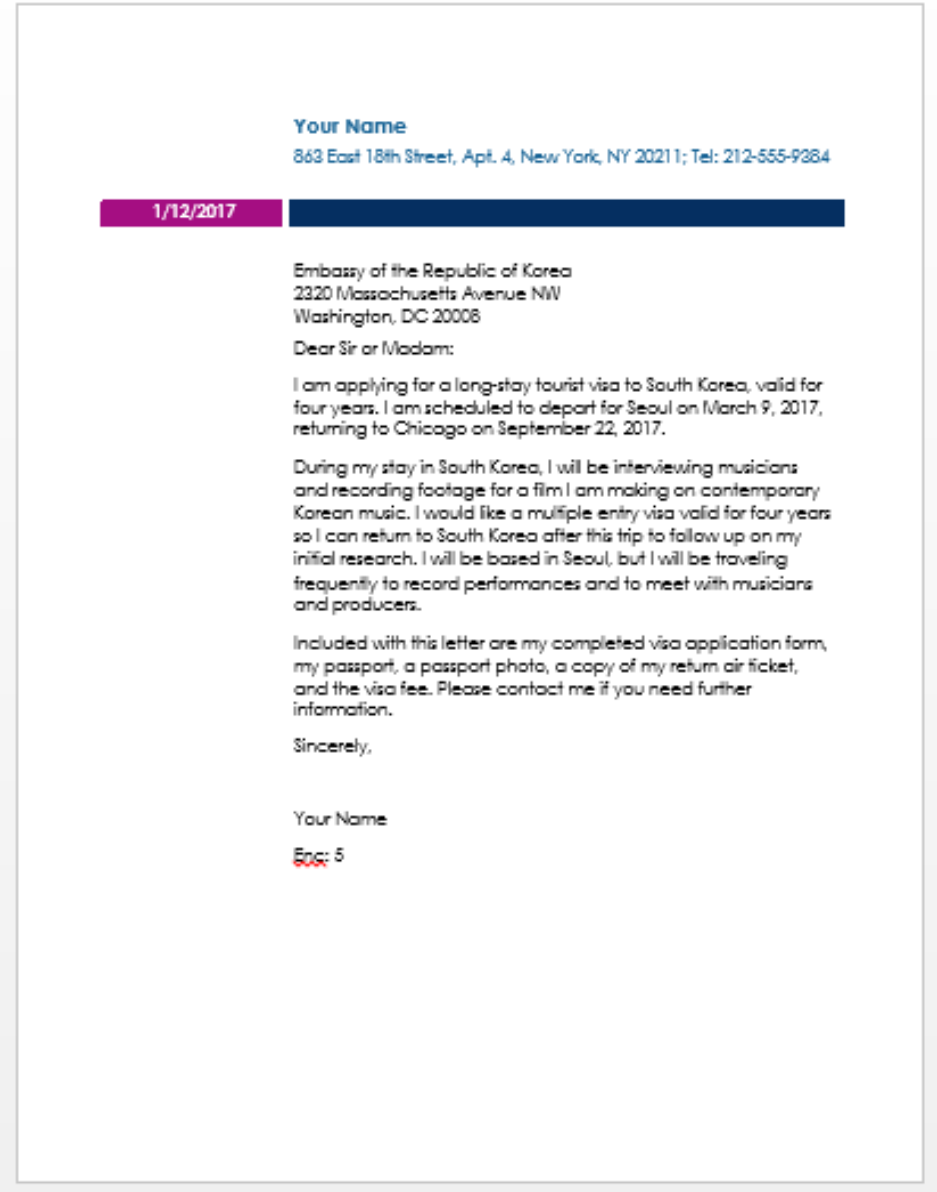
One Look Dictionary

2. Search the Office Add-ins store to find add-ins that might be useful to you in your work. Insert a screenshot of an add-in webpage below.

Visual Workshop

Student letters should be identical to the letter shown in Figure 2-20 on page Word 48 of the text. Print the WD 2-Visa Letter.docx file to see the solution. Student solutions should match.

Filename: WD 2-Visa Letter.docx



Your Name
863 East 18th Street, Apt. 4, New York, NY 20211; Tel: 212-555-9384

1/12/2017

Embassy of the Republic of Korea
2320 Massachusetts Avenue NW
Washington, DC 20008

Dear Sir or Madam:

I am applying for a long-stay tourist visa to South Korea, valid for four years. I am scheduled to depart for Seoul on March 9, 2017, returning to Chicago on September 22, 2017.

During my stay in South Korea, I will be interviewing musicians and recording footage for a film I am making on contemporary Korean music. I would like a multiple entry visa valid for four years so I can return to South Korea after this trip to follow up on my initial research. I will be based in Seoul, but I will be traveling frequently to record performances and to meet with musicians and producers.

Included with this letter are my completed visa application form, my passport, a passport photo, a copy of my return air ticket, and the visa fee. Please contact me if you need further information.

Sincerely,

Your Name

Enc: 5

Your Name

863 East 18th Street, Apt. 4, New York, NY 20211; Tel: 212-555-9384

1/12/2017

Embassy of the Republic of Korea
2320 Massachusetts Avenue NW
Washington, DC 20008

Date, letterhead, inside address, salutation, and closing placeholder text is replaced to match Figure B-20

Dear Sir or Madam:

I am applying for a long-stay tourist visa to South Korea, valid for four years. I am scheduled to depart for Seoul on March 9, 2017, returning to Chicago on September 22, 2017.

During my stay in South Korea, I will be interviewing musicians and recording footage for a film I am making on contemporary Korean music. I would like a multiple entry visa valid for four years so I can return to South Korea after this trip to follow up on my initial research. I will be based in Seoul, but I will be traveling frequently to record performances and to meet with musicians and producers.

Sentences are reorganized using the Office Clipboard to match Figure B-20

Included with this letter are my completed visa application form, my passport, a passport photo, a copy of my return air ticket, and the visa fee. Please contact me if you need further information.

Sincerely,

Document property information is removed

Your Name

Enc: 5

Visit TestBankDeal.com to get complete for all chapters