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QUESTION 1

Use a Word feature to replace all instances of " Woodgrove Basic" with Woodgrove Plus":

A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Go to Home > Replace or press Ctrl+H.

Enter the word "Woodgrove Basic" and Replace with "Woodgrove Plus"

QUESTION 2

At the end of the documents, change the line spacing of the last two paragraphs to exactly 14 pt.

A. Check the solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Select Last two paragraphs to update. ...

Go to Home > Line and Paragraph Spacing.

Select Line Spacing Options and choose an option in the Line spacing box.

Adjust the Before and After settings to change spacing between paragraphs.

Select OK.

QUESTION 3

In the ''Favorite dinosaurs'' section, in the blank paragraph at the end of the page, use the 3D Model feature to insert the Triceratops from the 3D objects folder. Position the model in Line with Text.

A. See the solution below.
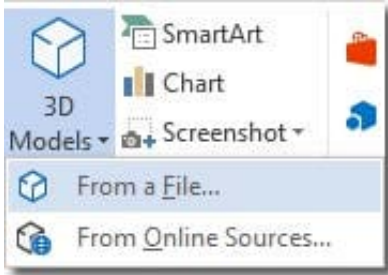
B. PlaceHolder

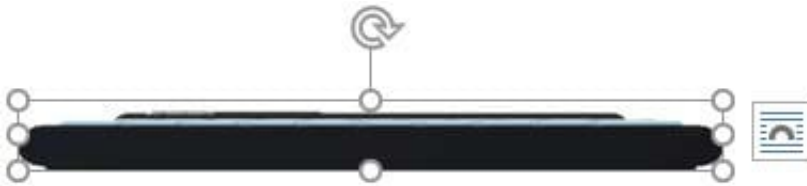C. PlaceHolder

D. PlaceHolder

Correct Answer: A

On the Insert tab, in the Illustrations group, click 3D Models > From a File.

Insert A 3D Model

Navigate to where your 3D object is, select it and click Insert. Once inserted and still selected, you will see some handles with which to manipulate the object.

3D Handles

These handles look like the usual ones that allow you to resize and rotate an object.

However, if you hover your mouse roughly over the centre of the object, you should see the cursor change shape to indicate that you can rotate the model in 3D space. Like this:

Rotate 3D Model

Once you have rotated the model, the 3D rotate handle will appear in the centre of the object and using this will make it easier to rotate the object.

While the object is selected, you will see the 3D Model Tools contextual tab displayed in the ribbon.

QUESTION 4

In the ''Basic dinosaur facts'' section, apply the Pencil Sketch artistic effect to the fossil picture.

A. See the solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

1.

 Select the picture.

2.

 Select Picture Tools > Format and select Artistic Effects.

3.

 Hover over the options to preview them and select the one you want.
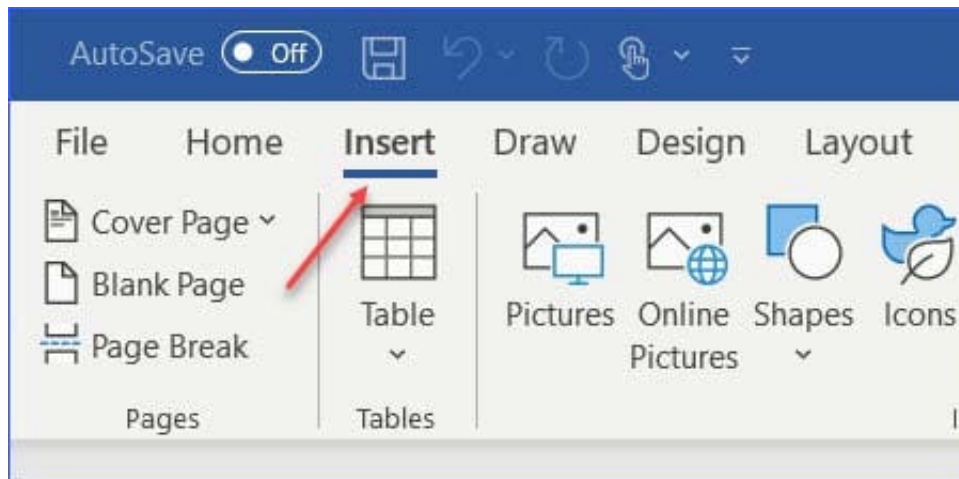
QUESTION 5

You work for Fourth Coffee. You are finalizing a training manual for employees who will bake muffins for the coffee shop.

Display the Integral header on all pages of the documents except page 1.
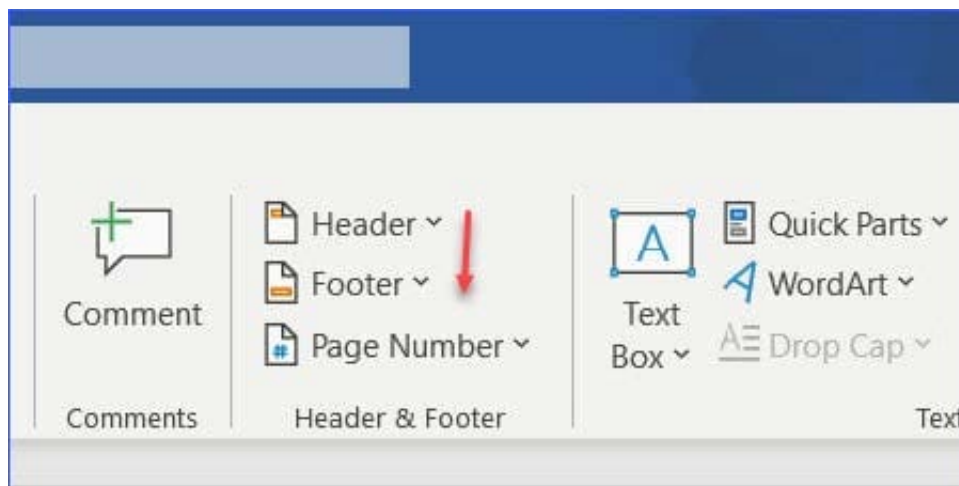
A. See the solution below.

B. PlaceHolder

C. PlaceHolder
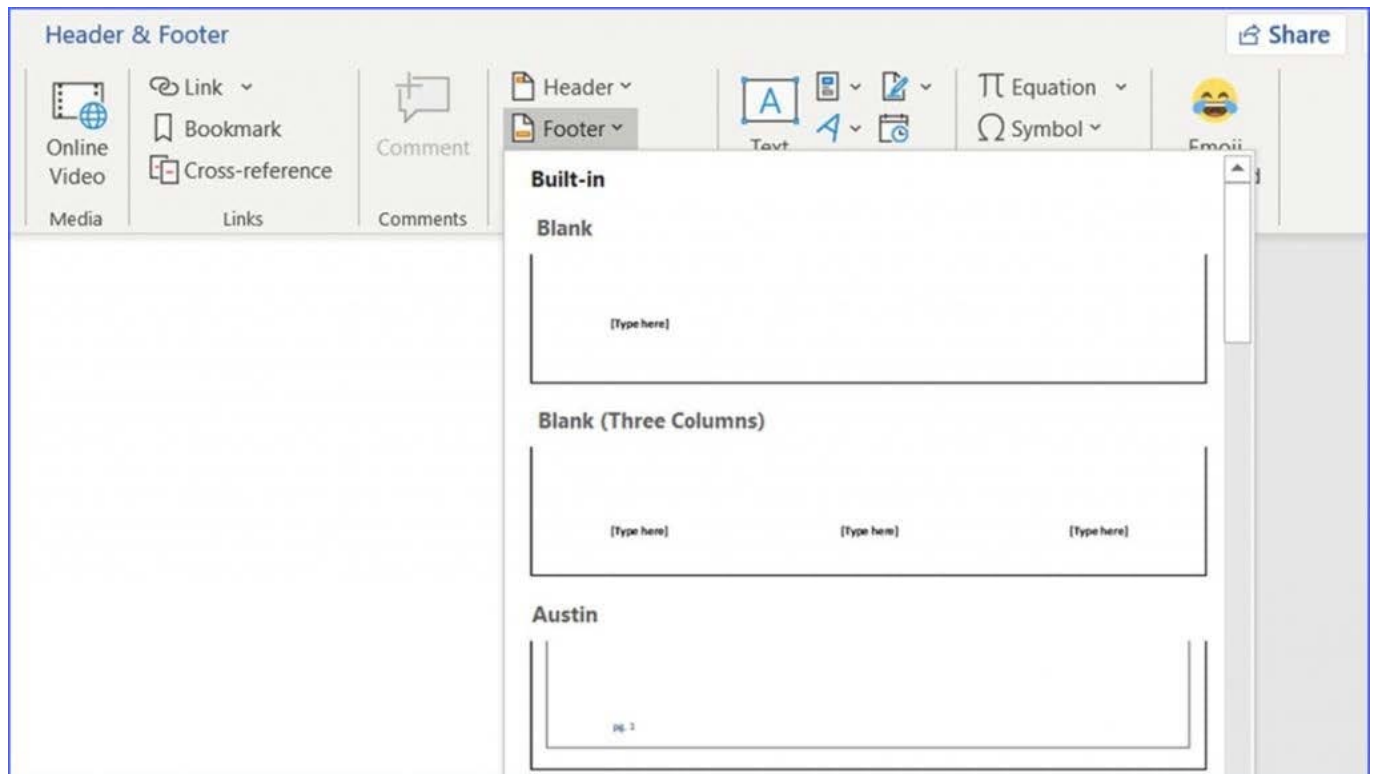
D. PlaceHolder

Correct Answer: A

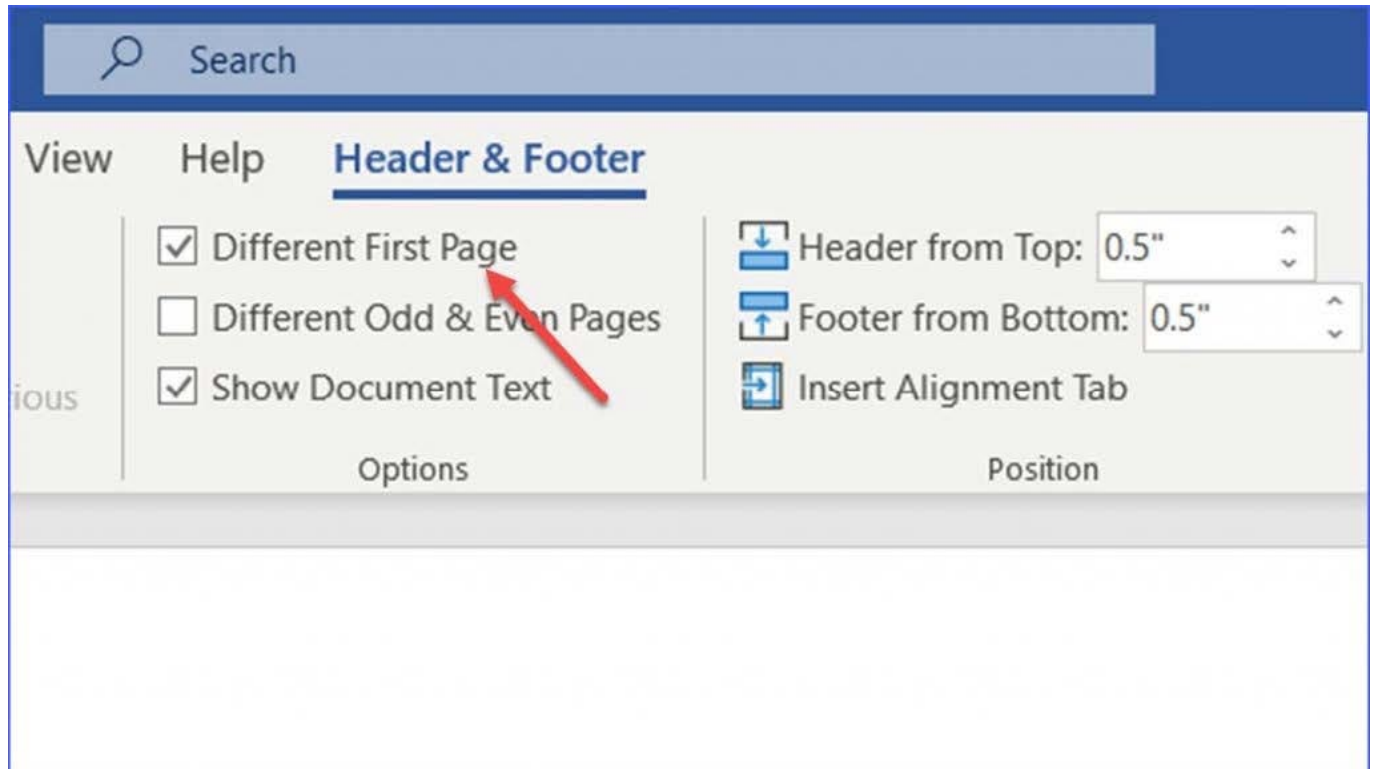Step 1: Click the "Insert" tab from the Ribbon;

Step 2: Click the "Header" (or "Footer") command from the "HeaderandFooter" section;

Step 3: Select one style from the drop-down list (e.g., the Austin style);

Step 4: In the "Design" tab (or Header and Footer tab if Microsoft 365) from the ribbon, check the "Different First Page" command;

Now the header or footer on the first page is different from all other pages. You can delete the contents and formatting in the header or footer on the first page if you want to leave it empty.

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