

15. Before moving a subdocument to another location within a master document, you must switch to .....

- A. Normal View      **B. Outline View**      C. Web Layout View      D. Print Layout View

16. Which of the following can be used to navigate documents?

- A. frames      **B. hyperlinks**      C. web toolbar      D. all of the above

17. Which of the following can be used to divide a web page into areas?

- A. frames**      B. theme      C. table of contents      D. none of the above

18. By default, Word automatically formats each heading in a table of contents as .....

- A. bookmarks      B. cross-references      **C. hyperlinks**      D. word-fields

19. The ability to combine name and addresses with a standard document is called .....

- A. document formatting      B. database management  
**C. mail merge**      D. form letters

20. Which feature is used for monitoring all document changes?

- A. Edit Document      B. Monitor Change      **C. Track Change**      D. Track all

21. When sharing data in Office, the ..... document is the document in which the data was first entered.

- A. source**      B. destination      C. original      D. primary

22. Which command is used to establish a link between a source document and a destination document?

- A. Tools, Link, Documents      B. Tools, Link  
C. Edit, Link      **D. Edit, Paste Special**

23. Which option enables automatic updates in destination documents?

- A. embedding      B. objects      **C. links**      D. relationships

24. Which is an Office feature that makes it easy to edit embedded objects?

- A. pasting      **B. visual editing**      C. tools, update, links      D. edit, links

25. Which is true when you insert an excel worksheet into a word document?

- A. word is the destination document**      B. excel is the destination document  
C. the worksheet is the destination document  
D. the document is the source document

26. What would you do when you want to update the data in an embedded worksheet range?

- A. double click the worksheet range object**  
B. right click worksheet range object & choose format object  
C. edit the data in the destination document  
D. edit the data in the source document.

# Answers Of Microsoft Word

**Robert Grauer**



## Answers Of Microsoft Word:

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challenges of a fictional company By presenting the examples in this context authors Ed Hild and Susie Adams make it easier to relate to the challenges and solution value And the goal of these examples is to build applications that apply the benefits of the Office desktop interface with the richness of SharePoint's collaboration features

**Recent Challenges in Intelligent Information and Database Systems** Edward Szczerbicki, Krystian Wojtkiewicz, Sinh Van Nguyen, Marcin Pietranik, Marek Krótkiewicz, 2022-11-23 This book constitutes the refereed proceedings of the 14th Asian Conference on Intelligent Information and Database Systems ACIIDS 2022 held in Ho Chi Minh City Vietnam in November 2022 This volume contains 60 peer reviewed papers selected for poster presentation from 406 submissions Papers included in this volume cover the following topics data mining and machine learning methods advanced data mining techniques and applications intelligent and contextual systems natural language processing network systems and applications computational imaging and vision decision support and control systems and data modeling and processing for industry 4 0

PC World, 2000

**Instructor's Manual with Test Item File** Robert Grauer, 2001-09

**Microsoft Windows XP Registry Guide** Jerry Honeycutt, 2003 This title for power users and IT professionals is the authoritative source for information on the Windows XP registry and how to modify it to suit your administrative and personal needs The Windows registry contains profiles for each user of a computer plus information about system hardware installed programs property settings and more Modifying the Windows registry gives users the utmost control over the PC but it's been somewhat of a dangerous black art until now This title is the complete reference to working with the Windows XP registry including everything from registry hacks for power users to management and deployment guidance for IT professionals The book includes troubleshooting hints common workarounds and a guide to how to use the new registry editor Written by a recognized expert the author of six books on the Windows registry this book is the authoritative resource for readers who want or need to work with the Windows registry Highlights include chapters on pinpointing registry settings and scripting registry changes dealing with registry permissions using Windows Installer and mapping Tweak UI settings to actual registry values

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