

# MS Word Unit Practice Exam (Sample)

## Study Guide



**Everything you need from our exam experts!**

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# Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

**Remember:** successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

# How to Use This Guide

**This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:**

## **1. Start with a Diagnostic Review**

**Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.**

## **2. Study in Short, Focused Sessions**

**Break your study time into manageable blocks (e.g. 30 - 45 minutes). Review a handful of questions, reflect on the explanations.**

## **3. Learn from the Explanations**

**After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.**

## **4. Track Your Progress**

**Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.**

## **5. Simulate the Real Exam**

**Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.**

## **6. Repeat and Review**

**Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.**

**There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!**

## Questions

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- 1. Which tab contains the Citations & Bibliography group to change the reference style to APA?**
  - A. References tab > Style drop-down > APA**
  - B. Home tab > Paragraph > APA**
  - C. Insert tab > Citations > APA**
  - D. Review tab > Spelling > APA**
  
- 2. What is the correct sequence to add a footnote with the text 'Testimonials from professional athletes available upon request.' and then press Enter?**
  - A. References tab > Footnotes group > Insert Footnote button; Type text, press Enter.**
  - B. References tab > Footnotes group > Insert Footnote; Type text, press Enter.**
  - C. Insert tab > Footnotes group > Add Footnote; Type text, press Enter.**
  - D. Review tab > Footnotes group > Create Footnote; Type text, press Enter.**
  
- 3. To select the greeting line that begins with 'Dear Mr. Wilson:' in a document, which action is described?**
  - A. Click the document text and select the text beginning with Dear Mr. Wilson:**
  - B. Use the Find feature to locate Dear Mr. Wilson:**
  - C. Press Ctrl+A to select the entire document**
  - D. Run Spell Check to find the greeting**
  
- 4. What is the effect of accepting all changes in a document?**
  - A. All tracked changes are accepted, finalizing the edits.**
  - B. All changes are marked as comments.**
  - C. All changes are rejected.**
  - D. The document is saved.**

- 5. Which sequence correctly adds a cover page using the Retrospect style and sets the company name to MediSport, Inc.?**
- A. Insert tab > Cover Page > Retrospect > click Company text input > type MediSport, Inc.**
  - B. Insert tab > Blank Page > Apply Retrospect style > Enter MediSport, Inc. in the Company field**
  - C. Page Layout tab > Cover Page > Retrospect > Enter MediSport, Inc. in the Company field**
  - D. Home tab > New Page > Cover Page > Retrospect and type MediSport, Inc.**
- 6. When inserting benchPress from the Pictures folder, which button confirms the insertion in the dialog?**
- A. Insert**
  - B. Open**
  - C. OK**
  - D. Cancel**
- 7. To add a document property control named MediSport Clinic using Quick Parts, which path is described?**
- A. Insert tab > Quick Parts > Document Property > Company**
  - B. Insert tab > Quick Parts > Field**
  - C. Review tab > Spelling & Grammar**
  - D. Design tab > Themes**
- 8. To reject the most recent change, which sequence is performed?**
- A. Click Undo.**
  - B. In the Review tab, Changes group, click the Reject arrow, then Reject Change.**
  - C. Click Accept button.**
  - D. Delete the comment.**

**9. Which action splits the current cell of a table into three columns and one row?**

- A. Split Cells dialog with Number of columns set to 3**
- B. Split Table > Columns 3**
- C. Merge Cells > Number of columns 3**
- D. Convert to Text**

**10. Where do you click to perform Undo?**

- A. In the Status Bar.**
- B. In the application header, click the Undo button.**
- C. In the Review tab.**
- D. In the Font dialog.**

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## Answers

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1. A
2. A
3. A
4. B
5. A
6. A
7. A
8. B
9. A
10. B

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## **Explanations**

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**1. Which tab contains the Citations & Bibliography group to change the reference style to APA?**

- A. References tab > Style drop-down > APA**
- B. Home tab > Paragraph > APA**
- C. Insert tab > Citations > APA**
- D. Review tab > Spelling > APA**

The option to change the reference style to APA is found in Word's References tab. Within that tab, the Citations & Bibliography group has a Style drop-down you use to choose APA (and other styles like MLA or Chicago). Selecting APA there ensures both in-text citations and the generated bibliography follow APA formatting. The other tabs don't contain this group or the style selector, so this setting isn't on the Home, Insert, or Review tabs.

**2. What is the correct sequence to add a footnote with the text 'Testimonials from professional athletes available upon request.' and then press Enter?**

- A. References tab > Footnotes group > Insert Footnote button; Type text, press Enter.**
- B. References tab > Footnotes group > Insert Footnote; Type text, press Enter.**
- C. Insert tab > Footnotes group > Add Footnote; Type text, press Enter.**
- D. Review tab > Footnotes group > Create Footnote; Type text, press Enter.**

In Word, footnotes are created from the References tab. The command you want is in the Footnotes group called Insert Footnote. Using it places a superscript reference number at your cursor and moves you to the bottom of the page where you can type the note text. Type the content—"Testimonials from professional athletes available upon request."—and then press Enter to finish that line and return to editing in the main document (or start a new line in the footnote, depending on your version). The other options point to tabs or commands that don't correspond to the standard way Word handles footnotes, so they wouldn't set up a footnote correctly.

**3. To select the greeting line that begins with 'Dear Mr. Wilson:' in a document, which action is described?**

- A. Click the document text and select the text beginning with Dear Mr. Wilson:**
- B. Use the Find feature to locate Dear Mr. Wilson:**
- C. Press Ctrl+A to select the entire document**
- D. Run Spell Check to find the greeting**

To select a specific line starting with a given phrase, you place the cursor at the start of that line and highlight the text. The described action matches this approach: click the document text and select the portion that begins with "Dear Mr. Wilson;" which highlights that greeting line. In Word, you typically click at the starting point and drag to the end of the line to create the selection. The Find feature locates text but doesn't automatically select it, Ctrl+A selects everything, and Spell Check looks for spelling issues rather than targeting a specific line. So direct highlighting is the right method for selecting that greeting line.

**4. What is the effect of accepting all changes in a document?**

- A. All tracked changes are accepted, finalizing the edits.**
- B. All changes are marked as comments.**
- C. All changes are rejected.**
- D. The document is saved.**

Accepting all changes finalizes the edits by applying every tracked edit to the text and removing the review marks. When Track Changes is on, Word shows insertions, deletions, and formatting as markup. Choosing to accept all changes incorporates those edits into the document so the final version contains the edits and no longer displays the tracked-change markup. This is different from converting edits into comments, which would keep notes about edits rather than applying them. Saving the document is a separate action and doesn't by itself apply or remove tracked changes.

**5. Which sequence correctly adds a cover page using the Retrospect style and sets the company name to MediSport, Inc.?**

- A. Insert tab > Cover Page > Retrospect > click Company text input > type MediSport, Inc.**
- B. Insert tab > Blank Page > Apply Retrospect style > Enter MediSport, Inc. in the Company field**
- C. Page Layout tab > Cover Page > Retrospect > Enter MediSport, Inc. in the Company field**
- D. Home tab > New Page > Cover Page > Retrospect and type MediSport, Inc.**

In Word, cover pages are inserted from the Insert tab using the Cover Page gallery, which gives you templates with placeholders for elements like the title, author, and company. Choosing the Retrospect design provides the specific layout you need, and then you can fill in the Company placeholder with MediSport, Inc. This flow guarantees the correct design is applied and the company name appears in the designated spot on the cover page. Trying to start from a blank page and then apply a Retrospect style won't reliably produce the same cover-page template or its placeholders, so you'd miss the proper layout and fields. The Page Layout tab and the Home tab paths don't offer the correct route to insert a cover page template, so they won't place the Retrospect design with the editable Company field in one smooth process.

**6. When inserting benchPress from the Pictures folder, which button confirms the insertion in the dialog?**

- A. Insert**
- B. Open**
- C. OK**
- D. Cancel**

The action being tested is which control actually places the chosen image into your document. The button labeled Insert is the one that performs the insertion: after you select benchPress in the Pictures folder, clicking Insert embeds that image into the document at the current cursor position. Opening would just view the file or open it in another program, not insert it. Cancel would dismiss the dialog without inserting anything. In this Word workflow, Insert is the explicit cue that you intend to add the image, which is why it's the correct choice.

7. To add a document property control named MediSport Clinic using Quick Parts, which path is described?

- A. Insert tab > Quick Parts > Document Property > Company**
- B. Insert tab > Quick Parts > Field**
- C. Review tab > Spelling & Grammar**
- D. Design tab > Themes**

In Word, a document property control is a field that shows the value of a metadata property. To add one for a property like Company, use the Insert tab, then Quick Parts, then Document Property, and choose Company. The control will display whatever value is stored in that Company property. If you want it to read “MediSport Clinic,” set the Company property to that value in the document’s properties (File > Info > Properties). This path is correct because it specifically inserts a built-in document property control, whereas other options either insert a general field (Field) or are unrelated to properties (Spelling & Grammar, Themes).

8. To reject the most recent change, which sequence is performed?

- A. Click Undo.**
- B. In the Review tab, Changes group, click the Reject arrow, then Reject Change.**
- C. Click Accept button.**
- D. Delete the comment.**

In Word’s track changes workflow, discarding a proposed edit is done through the Reject command in the Review tab. The correct sequence is to go to the Review tab, in the Changes group click the Reject arrow, then choose Reject Change. This directly handles the tracked change: the original text remains in place and the change is marked as rejected in the markup, so the edit isn’t applied. Undo only reverses the most recent action and may not specifically target the tracked change you want to discard. Accept would apply the change instead of discarding it. Deleting a comment is unrelated to handling tracked edits.

9. Which action splits the current cell of a table into three columns and one row?

- A. Split Cells dialog with Number of columns set to 3**
- B. Split Table > Columns 3**
- C. Merge Cells > Number of columns 3**
- D. Convert to Text**

Splitting a cell is the action you use to divide one cell into multiple smaller cells. To turn the current cell into three columns in a single row, you use the Split Cells command and set the number of columns to three (the number of rows would be one unless you specify otherwise). This creates three equal cells in that row, exactly as needed. The other options don’t fit: splitting the entire table would break the whole table into pieces, not just the one cell; merging cells combines adjacent cells, reducing rather than increasing the number of cells; converting to text removes the table structure entirely and turns it into regular text.

**10. Where do you click to perform Undo?**

- A. In the Status Bar.
- B. In the application header, click the Undo button.**
- C. In the Review tab.
- D. In the Font dialog.

Undo is performed by clicking the Undo button in the top-left area of Word, in the Quick Access Toolbar within the application header. This button is built to reverse your most recent editing action—whether you typed something, changed formatting, or deleted text—without needing to switch tabs. Click it once to undo the last action, or use its drop-down to undo several steps at once. The status bar at the bottom isn't used for undo, and the tools in the Review tab or the Font dialog don't perform undo functions.

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## Next Steps

**Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.**

**As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.**

**If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at [hello@examzify.com](mailto:hello@examzify.com).**

**Or visit your dedicated course page for more study tools and resources:**

**<https://mswordunit.examzify.com>**

**We wish you the very best on your exam journey. You've got this!**

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