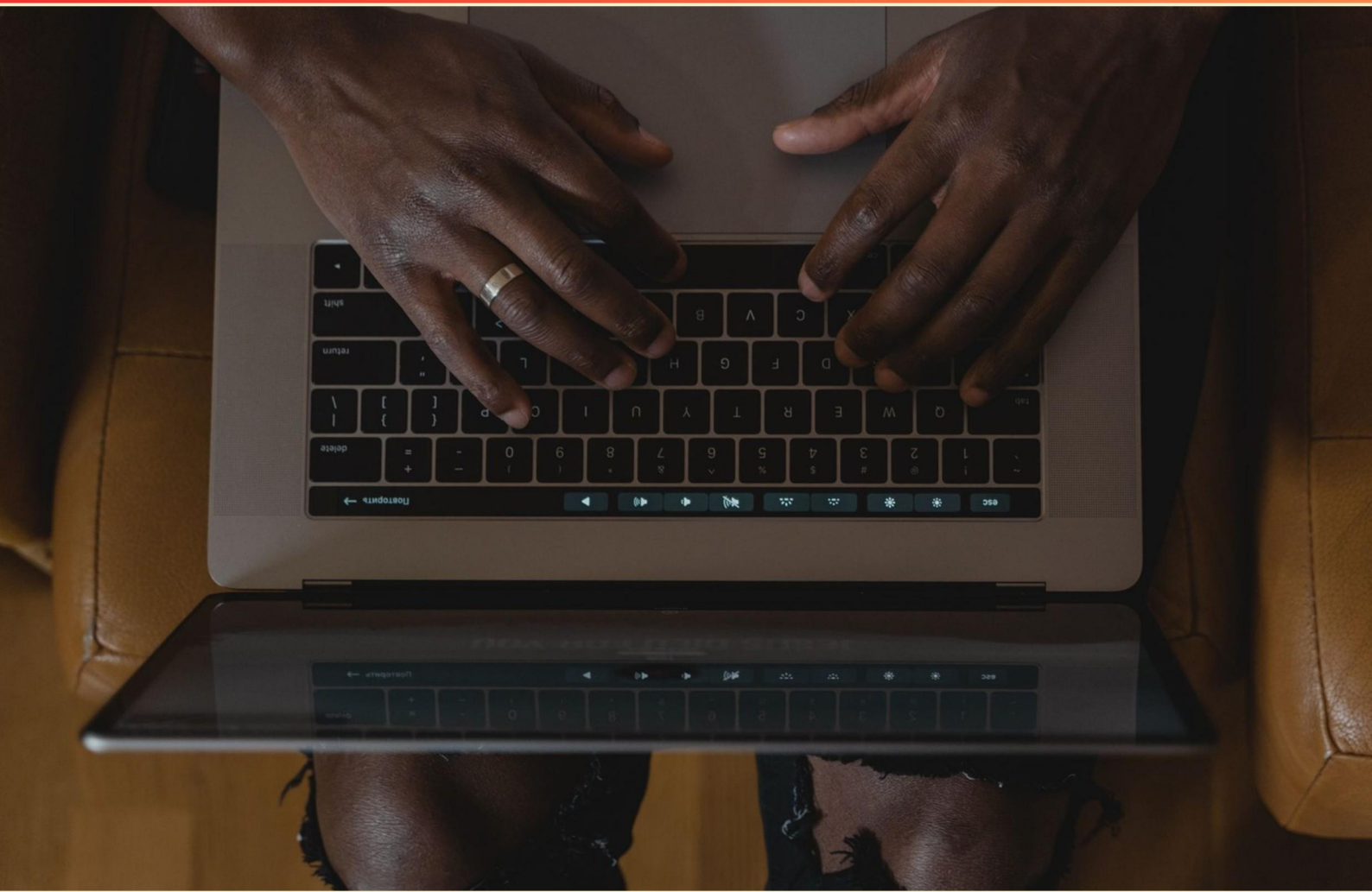


MS WORD UNIT PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

**VISIT US ONLINE FOR
THE FULL VERSION STUDY GUIDE**

<https://mswordunit.examzify.com>



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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. What is the purpose of Quick Parts in Word?**
 - A. To insert built-in content such as Document Property data
 - B. To apply page color schemes
 - C. To run a spell check
 - D. To insert a picture
- 2. Which action selects the second paragraph in a letter?**
 - A. Triple-click inside the second paragraph
 - B. Double-click inside the second paragraph
 - C. Drag across the paragraph
 - D. Click at the start and press Shift+End
- 3. 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.
- 4. How do you export or save a Word document as a PDF?**
 - A. File > Print > PDF
 - B. File > Save As > XPS
 - C. Home > Save as PDF
 - D. File > Save As > PDF
- 5. What steps change the font size of the selected text to 11 point?**
 - A. Home tab, Font group, Font Size drop-down, 11pt.
 - B. Home tab, Paragraph group, Align Left.
 - C. Layout tab, Paragraph group, Indent.
 - D. View tab, Zoom.
- 6. What is the method to select the entire table?**
 - A. Click inside table
 - B. Double-click inside table
 - C. Click the Table Move Handle
 - D. Press Ctrl+A in the document

- 7. When inserting benchPress from the Pictures folder, which button confirms the insertion in the dialog?**
- A. Insert
 - B. Open
 - C. OK
 - D. Cancel
- 8. Which tab contains the commands for managing citations and bibliographies?**
- A. Insert
 - B. Home
 - C. References
 - D. View
- 9. Where is the Close Header and Footer button located?**
- A. Design tab, Close group.
 - B. Home tab, Close group.
 - C. Review tab, Close group.
 - D. Layout tab, Close group.
- 10. Which option best describes how to insert and update an automatic Table of Contents so it reflects heading changes?**
- A. Layout > Breaks > Section Breaks to insert
 - B. Insert > Cover Page to refresh
 - C. References > Table of Contents; choose a style, then Update Table
 - D. Home > Styles > Update to reflect headings

Answers

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

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Explanations

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1. What is the purpose of Quick Parts in Word?

- A. To insert built-in content such as Document Property data**
- B. To apply page color schemes
- C. To run a spell check
- D. To insert a picture

Quick Parts in Word is about reusing content you've created. It lets you store blocks of text, graphics, or fields that you can insert quickly into any document, making your workflow faster and consistent. A common use is inserting Document Property data—metadata such as the document's author, company, title, or last modified date—so you can pull that information into multiple documents without typing it each time. This is why this option is the best answer: it describes the purpose of Quick Parts as a way to insert built-in content like Document Property data. Quick Parts isn't used for changing page color schemes (that's the Page Color option under Design), it isn't for spell checking (that feature is in Spelling under Review), and it isn't for inserting pictures (that's found under Insert > Pictures).

2. Which action selects the second paragraph in a letter?

- A. Triple-click inside the second paragraph**
- B. Double-click inside the second paragraph
- C. Drag across the paragraph
- D. Click at the start and press Shift+End

In Word, selecting a whole paragraph is most reliably done by triple-clicking anywhere inside that paragraph. This works because a paragraph is treated as a single unit, and a triple-click selects the entire paragraph from its start to its end. Double-clicking picks only a single word, so it won't grab the whole paragraph. Dragging across the text can work, but it requires precise highlighting and may miss parts if you don't trace every character. Clicking at the start and pressing Shift+End extends the selection only to the end of the current line, not necessarily to the end of the paragraph, since a paragraph can span multiple lines.

3. 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.

4. How do you export or save a Word document as a PDF?

- A. File > Print > PDF
- B. File > Save As > XPS
- C. Home > Save as PDF
- D. File > Save As > PDF**

To export or save a Word document as a PDF, use the Save As path: go to File, choose Save As, then select PDF as the file type and save. This writes a true PDF version of your document, preserving layout and formatting for anyone to view. The other options don't fit the standard Word workflow: printing to PDF depends on a PDF printer and is not the direct export path; saving as XPS creates a different format; and there isn't a valid Save As path titled "PDF" in the Home menu. Some Word versions also offer an alternate route via Export > Create PDF/XPS, but Save As > PDF is the typical method.

5. What steps change the font size of the selected text to 11 point?

- A. Home tab, Font group, Font Size drop-down, 11pt.**
- B. Home tab, Paragraph group, Align Left.
- C. Layout tab, Paragraph group, Indent.
- D. View tab, Zoom.

The font size of selected text is changed using the Font Size control in the Home tab. After you've selected the text, open the Font Size drop-down in the Font group and choose 11 pt. This control specifically adjusts the height of the characters, independent of other formatting. The other options belong to different features—alignment on the Paragraph group, indentation in Layout, and zooming in View—so they won't change the font size.

6. What is the method to select the entire table?

- A. Click inside table
- B. Double-click inside table
- C. Click the Table Move Handle**
- D. Press Ctrl+A in the document

Selecting the entire table in Word is done with the Table Move Handle. This is the small square at the top-left corner of the table; clicking it selects the whole table as one object, so you can move, delete, or format it as a unit. Clicking inside the table just places the cursor in a cell, and double-clicking inside a table typically edits inside a cell or triggers layout actions rather than selecting the whole table. Pressing Ctrl+A would select everything in the document, not just the table.

7. 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.

8. Which tab contains the commands for managing citations and bibliographies?

- A. Insert
- B. Home
- C. References**
- D. View

Citations and bibliographies are managed from the References tab. This tab is designed for scholarly writing and includes the Citations & Bibliography group, where you can insert citations, manage sources, and generate a bibliography or works cited list. Other tabs focus on different tasks: Insert adds objects like pictures and charts, Home handles basic formatting and editing, and View changes how you see the document. So for handling sources and references, the References tab is the place to go.

9. Where is the Close Header and Footer button located?

- A. Design tab, Close group.**
- B. Home tab, Close group.
- C. Review tab, Close group.
- D. Layout tab, Close group.

When you're editing a header or footer in Word, the ribbon becomes a contextual set of tools under the Design tab. The button used to exit that editing mode is named Close Header and Footer and sits in the Close group on that Design tab. Its purpose is to return you to the main document view after you've finished adjusting the header or footer. The other tabs (Home, Layout, Review) don't provide header/footer editing controls, so they don't contain this button.

10. Which option best describes how to insert and update an automatic Table of Contents so it reflects heading changes?

- A. Layout > Breaks > Section Breaks to insert
- B. Insert > Cover Page to refresh
- C. References > Table of Contents; choose a style, then Update Table**
- D. Home > Styles > Update to reflect headings

The concept tested is how to create an automatic Table of Contents that updates when headings change. In Word, a automatic ToC is built from text formatted with heading styles (Heading 1, Heading 2, etc.). To insert it and keep it current, you use the References tab: insert the Table of Contents, choose a style, and then use Update Table to refresh the entries and page numbers whenever you modify the headings. This path directly handles both inserting the table and refreshing it to reflect any heading changes, which is exactly what you need for a dynamic ToC. The other options don't fit because they deal with unrelated features. Layout > Breaks > Section Breaks adjusts document layout, not the Table of Contents. Insert > Cover Page adds a cover page and has no function for updating the ToC. Home > Styles > Update changes the formatting of the heading styles themselves or other styles, but it doesn't insert the ToC or refresh it to match the current headings.

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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.

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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