# Multiple Choice Answer Key

# Exploring Microsoft 365 Common Features, Chapter 1

1. In Word or PowerPoint, which of the following is a quick way to select an entire paragraph?

**b. Triple-click inside the paragraph.**

1. Which action would you take when you want to copy the format of a selection but not the content?

**d. Click Format Painter in the Clipboard group.**

1. Which of the following displays when an object, such as a picture, is selected?

**c. Contextual tab(s)**

1. What does a red wavy underline in a document or presentation mean?

**a. A word is misspelled or not recognized by the Microsoft 365 dictionary.**

1. Which of the following is *true* about headers and footers?

**c. Headers appear at the top of every page in a document.**

1. You can get help when working with a Microsoft 365 application in which one of the following areas?

**a. Search box**

1. To access commands that are not on the ribbon, you need to open which of the following?

**b. Dialog box**

1. Which of the following should you use to create a document without knowing much about the software?

**c. Template**

1. Which is the preferred method for resizing a picture so that it keeps its proportions?

**b. Use a corner-sizing handle**

1. Which of the following does not describe a tag in a Word document?

**d. Document title**