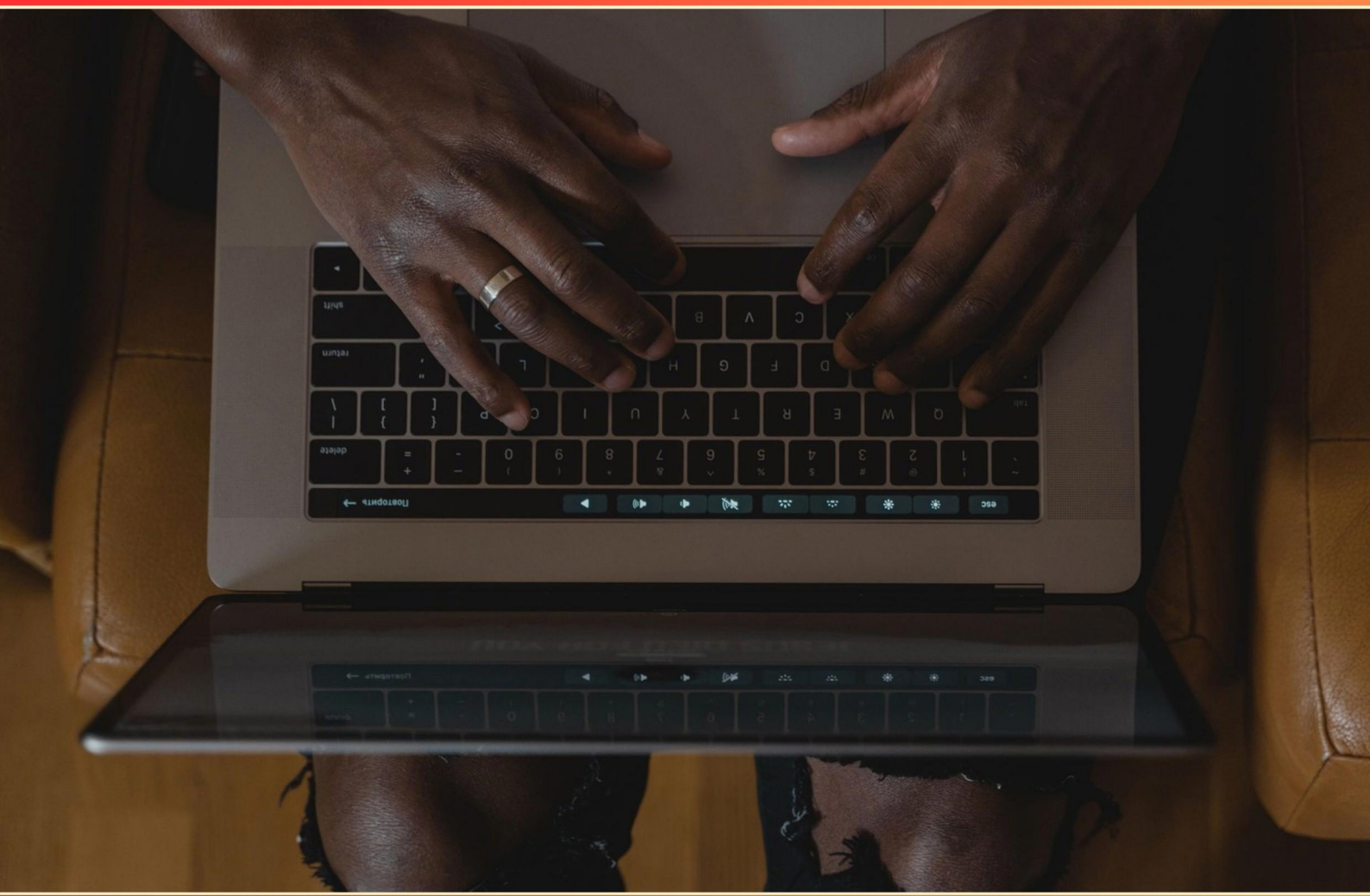
# MS WORD UNIT PRACTICE EXAM (SAMPLE)

## 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.

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# 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!

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# Questions

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**1. How do you create or modify styles and set a default style for new documents?**

A. Insert > Cover Page

B. Modify; check New documents based on this template to set it as default

C. Review > Spelling

D. View > Read Mode

**2. Which action creates a new comment from selected text?**

A. Add Note button

B. Insert Comment

C. New Comment button

D. Create Comment

**3. Which method correctly inserts an online picture by using Bing search and inserts the first result?**

A. Home tab > Online Pictures

B. Insert tab > Online Pictures button; type search term; insert first result

C. Insert tab > Shapes

D. Insert tab > Pictures button; search term; insert

**4. To create a hyperlink that says 'See the Appendix' linking to the Appendix in the same document, which sequence is correct?**

A. Create a hyperlink to a web page with a URL.

B. Use Bookmark and cross-reference.

C. Open the Insert Hyperlink dialog, choose Place in This Document, select Appendix, and set display text 'See the Appendix'.

D. Use the Hyperlink option from the Review tab.

**5. Applying the Ion theme to a document primarily changes what?**

A. Fonts, colors, and effects across the document

B. Page margins only

C. Line spacing only

D. Header height only

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**6. What sequence replaces the word 'flight' with 'level' using Find and Replace?**

A. Home tab, Editing group, Replace; More >>; Find What: flight; Replace with: level; Replace All.

B. Home tab, Editing group, Find; Replace.

C. Review tab, Spelling; Replace flight with level.

D. Home tab, Replace; Find: flight; Replace: level; Replace All.

**7. Which command decreases the indent for the selected paragraph by one level?**

A. Align Left

B. Decrease Indent

C. Justify text

D. Increase Indent

**8. How do you justify the alignment of the selected text via the Paragraph dialog?**

A. Home tab, Paragraph dialog launcher; Alignment: Justified; OK.

B. Home tab, Font drop-down; Justify.

C. Layout tab, Paragraph; Justified.

D. Home tab, Styles; Justified.

**9. Where do you create a new bookmark?**

A. Insert > Bookmark

B. Design > Fonts

C. View > Navigation Pane

D. Review > Check Accessibility

**10. Which sequence inserts a bibliography using the Bibliography style?**

A. References tab > Citations & Bibliography group > Style dropdown arrow; click Bibliography button; In the Bibliography menu, choose Bibliography.

B. References tab > Citations & Bibliography group > Bibliography button; In the Bibliography menu, choose Bibliography.

C. Insert tab > Bibliography > Create Bibliography.

D. Home tab, References group, Bibliography button.

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# Answers

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

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# Explanations

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## 1. How do you create or modify styles and set a default style for new documents?

A. Insert > Cover Page

B. Modify; check New documents based on this template to set it as default

C. Review > Spelling

D. View > Read Mode

*To set a default style for every new document, you work with the template Word uses for new files. Edit the template you want to base future documents on (usually the Normal template), adjusting the styles as needed—this could include changing the default font, line spacing, heading styles, and any custom styles you plan to use. Once the template reflects the styles you want, tell Word to use this template for new documents. The option to apply changes to new documents based on this template makes that template the default, so every new document you create starts with those same styles automatically. This is why this approach is the best fit for establishing and propagating default styling. Inserting a cover page, spelling checks, or a different view mode doesn't affect the document's styles or the default template used for new documents, so they aren't relevant to setting a default style.*

## 2. Which action creates a new comment from selected text?

A. Add Note button

B. Insert Comment

C. New Comment button

D. Create Comment

*Creating a new comment from selected text is done by starting a fresh comment tied to that selection. The best action is the New Comment button, because its label explicitly signals the creation of a brand-new comment linked to the highlighted text. When you click it, Word opens a comment balloon (in the margin) and a pane where you can type your note, clearly establishing the new thread for that portion of text. In different versions you might see similar wording, but New Comment is the standard control for this action. Other labels aren't the typical button name you'll encounter for this function in the standard Word interface, and they don't convey starting a new comment in the same direct way. (If you want a quick alternative, you can use the keyboard shortcut Ctrl+Alt+M to insert a new comment.)*

## 3. Which method correctly inserts an online picture by using Bing search and inserts the first result?

A. Home tab > Online Pictures

B. Insert tab > Online Pictures button; type search term; insert first result

C. Insert tab > Shapes

D. Insert tab > Pictures button; search term; insert

*Using Word to pull an image from the web is done with the Online Pictures feature. This tool lets you search Bing directly from within Word and insert the image you want. The correct method is to go to the Insert tab, click Online Pictures, type your search term, and then insert the first result that appears. This path is the one that accesses online images via Bing and places the chosen image into your document. The other options don't provide this web-search-and-insert flow: the Home tab doesn't offer Online Pictures, Shapes is for drawing vector shapes, and Pictures inserts images from your computer, not from the internet.*

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**4. To create a hyperlink that says 'See the Appendix' linking to the Appendix in the same document, which sequence is correct?**

A. Create a hyperlink to a web page with a URL.

B. Use Bookmark and cross-reference.

C. Open the Insert Hyperlink dialog, choose Place in This Document, select Appendix, and set display text 'See the Appendix'.

D. Use the Hyperlink option from the Review tab.

*To link to a location inside the same document, you need to create an internal hyperlink. The right sequence is to open the Insert Hyperlink dialog, choose Place in This Document, select the Appendix as the destination, and set the display text to "See the Appendix." This makes the text you click inside the document navigate directly to the Appendix, while the visible link text remains exactly what you want users to see. Choosing a web URL would point to an external page, not to the Appendix inside your document. Using a cross-reference is another internal navigation option, but the specific method described here—using the Insert Hyperlink dialog with Place in This Document and a chosen display text—serves the exact task of creating a clickable internal link with custom text. The Hyperlink option from the Review tab isn't the standard way to insert internal links in Word.*

**5. Applying the Ion theme to a document primarily changes what?**

A. Fonts, colors, and effects across the document

B. Page margins only

C. Line spacing only

D. Header height only

*Applying the Ion theme establishes a unified look by choosing the font set for headings and body text, the color palette used for text and objects, and the set of effects that apply to visuals and borders. This bundle updates formatting across the entire document, so you get consistent typography, color, and stylistic accents from start to finish. It doesn't change margins, line spacing, or header height by itself; those are layout and paragraph settings you adjust separately. You can still tweak them after applying the theme, but the theme's primary role is to standardize fonts, colors, and effects across the document.*

**6. What sequence replaces the word 'flight' with 'level' using Find and Replace?**

A. Home tab, Editing group, Replace; More >>; Find What: flight; Replace with: level; Replace All.

B. Home tab, Editing group, Find; Replace.

C. Review tab, Spelling; Replace flight with level.

D. Home tab, Replace; Find: flight; Replace: level; Replace All.

*Find and Replace lets you locate specific text and swap it with new text across a document. The correct way to do this in Word is to go to the Home tab, in the Editing group click Replace. That opens the Find and Replace dialog. If you need more options, you can click More >> to reveal extra settings. Then put flight in the Find what field and level in the Replace with field, and choose Replace All to update every instance in the document at once. This sequence directly opens the replacement tool, provides the exact text to find and replace, and applies the change across the whole document.*

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## 7. Which command decreases the indent for the selected paragraph by one level?

A. Align Left

B. Decrease Indent

C. Justify text

D. Increase Indent

*The key idea is controlling how far a paragraph sits from the left edge of the page. Decrease Indent reduces that distance by one level, pulling the selected paragraph toward the left margin. This is what you use when you want to outdent a line or move a list item to a higher level in a nested list. Align Left changes how text sits relative to the left edge but doesn't change the paragraph's indentation. Justify text adjusts spacing so both left and right edges align, yet the left indent stays the same. Increase Indent does the opposite of what's asked by pushing the text further right, increasing the left margin space.*

## 8. How do you justify the alignment of the selected text via the Paragraph dialog?

A. Home tab, Paragraph dialog launcher; Alignment: Justified; OK.

B. Home tab, Font drop-down; Justify.

C. Layout tab, Paragraph; Justified.

D. Home tab, Styles; Justified.

*Focusing on how to apply text alignment through the Paragraph dialog, the key idea is that you access paragraph formatting from the Paragraph settings and set the alignment there. In Word, the Layout tab houses the Paragraph controls, and opening the Paragraph dialog from there lets you adjust various paragraph options in one place. Inside that dialog, you can choose Justified for Alignment, which distributes spacing so the text aligns evenly along both the left and right margins, creating clean vertical edges across the paragraph. After selecting Justified, clicking OK applies that formatting to the selected text (or to the paragraph where the caret sits). This route is a solid choice because it goes beyond a single quick button and puts you in the full Paragraph settings, which is useful for applying consistent, repeatable formatting across multiple paragraphs. While there are other ways to justify text (such as using the quick Justify button on the Home tab or accessing the same dialog via a launcher), the option described points to using the Paragraph dialog through the Layout tab, which is exactly where you control justification along with other paragraph attributes like indentation and line spacing.*

## 9. Where do you create a new bookmark?

A. Insert > Bookmark

B. Design > Fonts

C. View > Navigation Pane

D. Review > Check Accessibility

*Creating a bookmark in Word marks a specific place in your document so you can jump back to it easily later. To do this, place the cursor where you want the bookmark (or select the text you want included), then go to the Insert tab and choose Bookmark. Enter a name for the bookmark and click Add. You can return to it later using Go To (Ctrl+G) and selecting the bookmark, or by opening the Bookmark dialog to manage them. The other options don't relate to marking locations: Design > Fonts changes text appearance, View > Navigation Pane helps you move around the document without creating markers, and Review > Check Accessibility runs an accessibility check.*

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**10. Which sequence inserts a bibliography using the Bibliography style?**

A. References tab > Citations & Bibliography group > Style dropdown arrow; click Bibliography button; In the Bibliography menu, choose Bibliography.

B. References tab > Citations & Bibliography group > Bibliography button; In the Bibliography menu, choose Bibliography.

C. Insert tab > Bibliography > Create Bibliography.

D. Home tab, References group, Bibliography button.

*To insert a bibliography with a Bibliography style, you first pick the style you want from the Style drop-down in the Citations & Bibliography group on the References tab. This sets how the entries will be formatted. Then you insert the bibliography by clicking the Bibliography button in the same group and choosing Bibliography from the menu. This order—set the style first, then insert—ensures the bibliography uses the selected formatting. Other paths either skip selecting a style or use tabs that don't host the bibliography commands, so they won't reliably apply the desired style.*

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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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