Word 2003: Comprehensive Course Unit 1 Basic Skills

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Lesson 1 Understanding Word Basics	Lesson 2 Creating and Editing Business Letters	Lesson 3 Creating a Memorandum & Press Release	
True/False Questions	True/False Questions	True/False Questions	
Question Answer	Question Answer	Question Answer	
1 F	1 F	1 F	
$\frac{1}{2}$ T	$\frac{1}{2}$ T	2 F	
3 T	3 F	3 T	
4 F	4 F	4 F	
5 T	5 T	5 T	
6 T	6 F	6 T	
7 F	7 F	7 T	
8 F	8 F	8 F	
9 T	9 T	9 T	
10 T	10 T	10 T	
Multiple Choice Questions	Multiple Choice Questions	Multiple Choice Questions	
Question Answer	Question Answer	Question Answer	
1 B	1 B	1 A,B,D	
2 B,D	2 B,C	2 C	
3 D	3 B	3 B	
4 A,C,D	4 A,B,C,D	4 A,C,D	
Lesson 4	Lesson 5	Lesson 6	
Creating a Simple Report	Creating a Flyer	Working with Tables	
True/False Questions	True/False Questions	True/False Questions	
True/False Questions Question Answer	1	True/False Questions Question Answer	
·	True/False Questions	· ·	
Question Answer	True/False Questions Question Answer	Question Answer	
Question Answer 1 T	True/False Questions Question Answer 1 F	Question Answer 1 F	
Question Answer 1 T 2 T	True/False Questions Question Answer 1 F 2 F	Question Answer 1 F 2 F	
Question Answer 1 T 2 T 3 F	True/False Questions Question Answer 1 F 2 F 3 T	Question Answer 1 F 2 F 3 F	
Question Answer 1 T 2 T 3 F 4 T	True/False Questions Question Answer 1 F 2 F 3 T 4 F	Question Answer 1 F 2 F 3 F 4 F	
Question Answer 1 T 2 T 3 F 4 T 5 T	True/False Questions Question Answer 1 F 2 F 3 T 4 F 5 T	Question Answer 1 F 2 F 3 F 4 F 5 F	
Question Answer 1 T 2 T 3 F 4 T 5 T 6 F	True/False Questions Question Answer 1 F 2 F 3 T 4 F 5 T 6 T	Question Answer 1 F 2 F 3 F 4 F 5 F 6 T	
Question Answer 1 T 2 T 3 F 4 T 5 T 6 F 7 F 8 F	True/False Questions Question Answer 1 F 2 F 3 T 4 F 5 T 6 T 7 T 8 F	Question Answer 1 F 2 F 3 F 4 F 5 F 6 T 7 F 8 T	
Question Answer 1 T 2 T 3 F 4 T 5 T 6 F 7 F 8 F	True/False Questions Question Answer 1 F 2 F 3 T 4 F 5 T 6 T 7 T 8 F	Question Answer 1 F 2 F 3 F 4 F 5 F 6 T 7 F 8 T	
Question Answer 1 T 2 T 3 F 4 T 5 T 6 F 7 F 8 F 9 T	True/False Questions Question Answer 1 F 2 F 3 T 4 F 5 T 6 T 7 T 8 F 9 T 10 F	Question Answer 1 F 2 F 3 F 4 F 5 F 6 T 7 F 8 T 9 T	
Question Answer 1 T 2 T 3 F 4 T 5 T 6 F 7 F 8 F 9 T 10 T Multiple Choice Questions	True/False Questions Question Answer 1 F 2 F 3 T 4 F 5 T 6 T 7 T 8 F 9 T 10 F Multiple Choice Questions	Question Answer 1 F 2 F 3 F 4 F 5 F 6 T 7 F 8 T 9 T 10 T Multiple Choice Questions	
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Question Answer 1 T 2 T 3 F 4 T 5 T 6 F 7 F 8 F 9 T 10 T Multiple Choice Questions Question Answer 1 C 2 A	True/False Questions Question Answer 1	Question Answer 1 F 2 F 3 F 4 F 5 F 6 T 7 F 8 T 9 T 10 T Multiple Choice Questions Question Answer 1 A 2 A	
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Unit 2 Beyond the Basics

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Lesson 7 Working with Desktop Publishing		Lesson 8 Creating a Newsletter		Lesson 9 Creating an Employee Policy Manual		
True/False Questions		True/False Questions		True/False Questions		
Question 1	Answer T	Question 1	Answer T	Question 1	Answer T	
2	T	2	F	2	T	
3	T	3	F	3	F	
4	F	4	F	4	T	
5	T	5	T	5	F	
6	F	6	F	6	T	
7	F	7	F	7	T	
8	F	8	T	8	T	
9	T	9	F	9	T	
10	T	10	F	10	T	
Multiple Choice Questions Multiple		Multiple Ch	oice Questions	Multiple Ch	oice Questions	
Question	Answer	Question	Answer	Question	Answer	
1	A	1	A	1	A,C	
2	E	2	A	2	В	
3	A	3	D	3	С	
4	A	4	A,B,C	4	В,С	
Logger 10						
Losson 1	n	Losson 11	I	Losson 1	2	
Lesson 10	=	Lesson 11		Lesson 1		
	Long Documents		Research Paper		Online Resume	
Organizing True/False	Long Documents Questions	Creating a F	Research Paper Questions	Posting an True/False	Online Resume Questions	
Organizing	Long Documents	Creating a F	Research Paper	Posting an	Online Resume	
Organizing True/False Question	Long Documents Questions Answer	Creating a F	Research Paper Questions Answer	Posting an True/False Question	Online Resume Questions Answer	
Organizing True/False Question	Long Documents Questions Answer F	Creating a F True/False G Question	Research Paper Questions Answer T	Posting an True/False Question 1	Online Resume Questions Answer T	
Organizing True/False Question 1 2 3 4	Answer F F T T	Creating a F True/False G Question 1 2 3 4	Research Paper Questions Answer T F T T	Posting an True/False Question 1 2 3 4	Online Resume Questions Answer T T F T	
Organizing True/False Question 1 2 3 4 5	Answer F T T T	Creating a F True/False (Question 1 2 3 4 5 5	Research Paper Questions Answer T F T T F	Posting an True/False Question 1 2 3 4 5	Online Resume Questions Answer T T F T F	
Organizing True/False Question 1 2 3 4 5 6	Answer F T T T F	Creating a F True/False G Question 1 2 3 4 5 6	Research Paper Questions Answer T F T T F F F	Posting an True/False Question 1 2 3 4 5 6	Online Resume Questions Answer T T F T F F F	
Organizing True/False Question 1 2 3 4 5 6 7	Long Documents Questions Answer F T T T F T T T	Creating a F True/False G Question 1 2 3 4 5 6 7	Research Paper Questions Answer T F T T F T T F T	Posting an True/False Question 1 2 3 4 5 6 7	Online Resume Questions Answer T T F T F F F F	
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Unit 3 Advanced Skills

Unit 3 Advanced Ski	lls	T	
Lesson 13 Using Mail Merge	Lesson 14 Working with Advanced Tables and Excel Integration	Lesson 15 Collaborating Online with Word	
True/False Questions	True/False Questions	True/False Questions	
Question Answer	Question Answer	Question Answer	
1 T	1 F	1 T	
2 T	2 F	2 T	
3 T	3 F	3 F	
4 T	4 T	4 F	
5 F	5 T	5 F	
6 T	6 F	6 F	
7 T	7 T	7 F	
8 F	8 F	8 F	
9 T	9 T	9 T	
10 F	10 T	10 T	
Multiple Choice Questions	Multiple Choice Questions	Multiple Choice Questions	
Question Answer	Question Answer	Question Answer	
1 C	1 D	1 B	
2 D	2 B	2 C	
3 D	3 D	3 B	
4 B	4 C	4 B	
Lesson 16 Workgroup Collaboration with Word	Lesson 17 Using Macros, Toolbars, and Templates	Lesson 18 Working with Forms, Protection, and XML	
True/False Questions	True/False Questions	True/False Questions	
Question Answer	Question Answer	Question Answer	
1 T	1 T	1 T	
2 F	2 T	2 T	
3 F	3 F	3 F	
4 T	4 <u>T</u>	4 T	
5 F	5 T	5 F	
6 T	6 T	6 T	
7 T 8 T	7 F 8 F	7 F 8 T	
9 F	9 T	9 T	
10 T	10 T	10 T	
Multiple Chaice Questions	Multiple Choice Questions	Multiple Choice Questions	
Multiple Choice Questions			
Question Answer	Question Answer	Question Answer	
Question Answer 1 C	1 C	1 C	
Question Answer 1 C 2 A	1 C 2 A	1 C 2 D	
Question Answer 1 C	1 C	1 C	

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