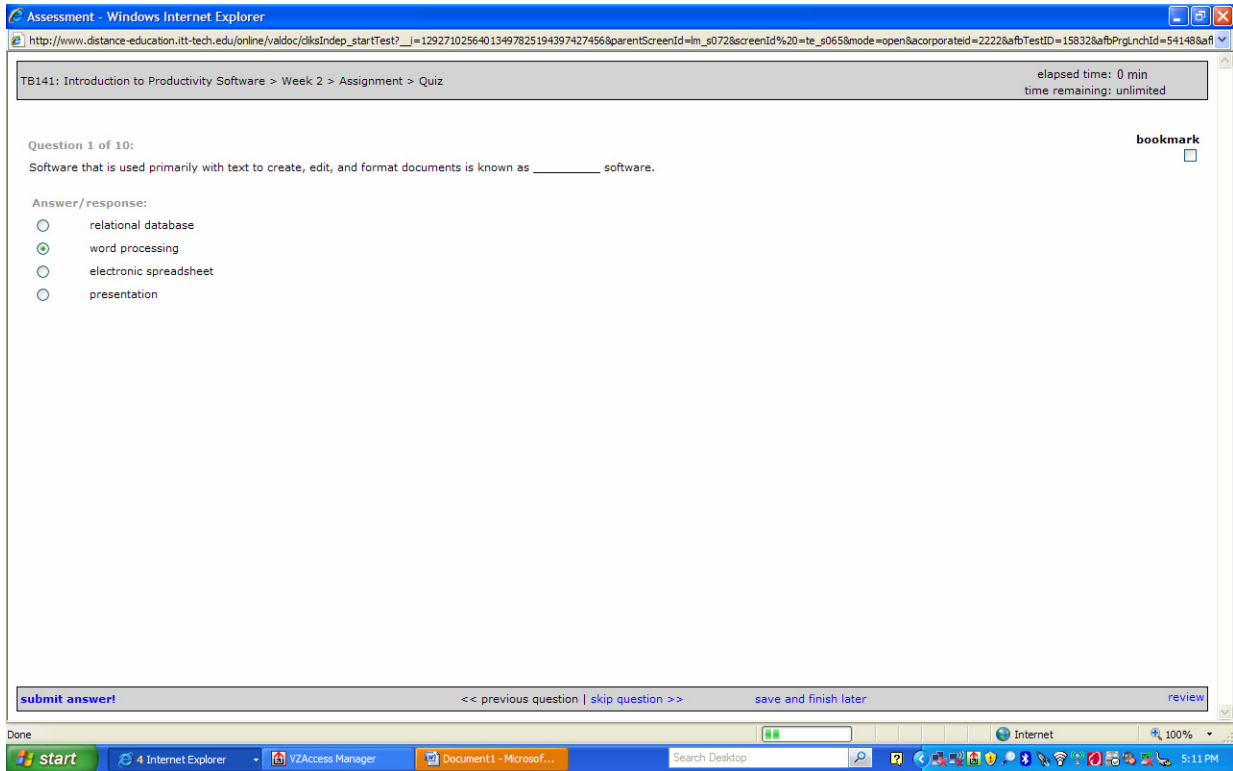


Job Code: 192370

Title: TB 141 Week 2 Quiz

The screen shots captured here were taken on December 19, 2010 by [REDACTED], posing as [REDACTED]. [REDACTED] was required to answer a 10 question quiz. A screen shot was taken for all 10 questions. Following the submission of the quiz, [REDACTED] saw a screen showing a grade of 90%.



Job Code: 192370

Assessment - Windows Internet Explorer

http://www.distance-education.itt-tech.edu/online/valdoc/dlksIndep_startTest?_j=12927102564013497825194397427456&parentScreenId=lm_s072&screenId%20=te_s065&mode=open&acorporateid=2222&fbTestID=15832&fbPrgLnchId=54148&af

TB141: Introduction to Productivity Software > Week 2 > Assignment > Quiz elapsed time: 1 min
time remaining: unlimited

Question 2 of 10: bookmark

A hard return is _____.

Answer/response:

- automatically inserted at the end of a line
- a line break that changes as the text changes
- not visible in Draft mode
- a line break that doesn't change if the text changes

submit answer! << previous question | skip question >> save and finish later review

start | 4 Internet Explorer | VZAccess Manager | Document1 - Microsof... | Search Desktop | Internet | 100% | 5:12 PM

Assessment - Windows Internet Explorer

http://www.distance-education.itt-tech.edu/online/valdoc/dlksIndep_startTest?_j=12927102564013497825194397427456&parentScreenId=lm_s072&screenId%20=te_s065&mode=open&acorporateid=2222&fbTestID=15832&fbPrgLnchId=54148&af

TB141: Introduction to Productivity Software > Week 2 > Assignment > Quiz elapsed time: 2 min
time remaining: unlimited

Question 3 of 10: bookmark

Which tab contains the Table of Contents and Index features?

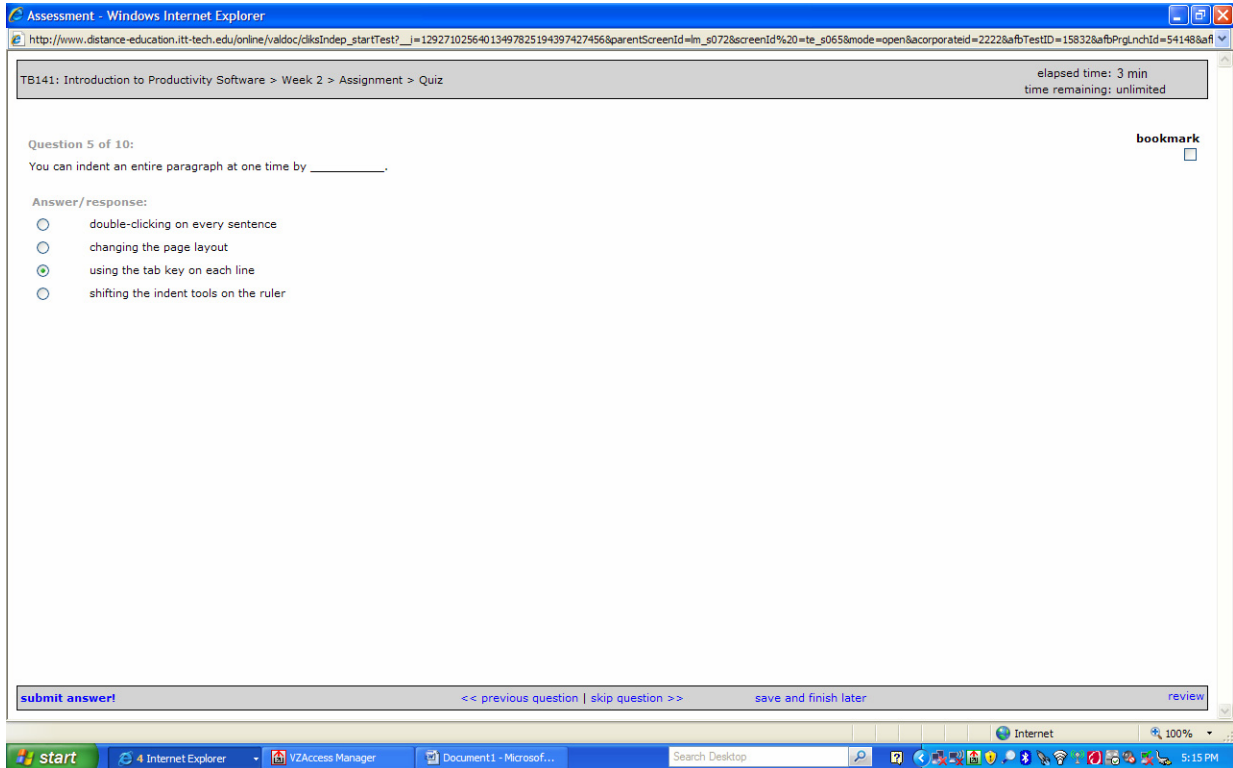
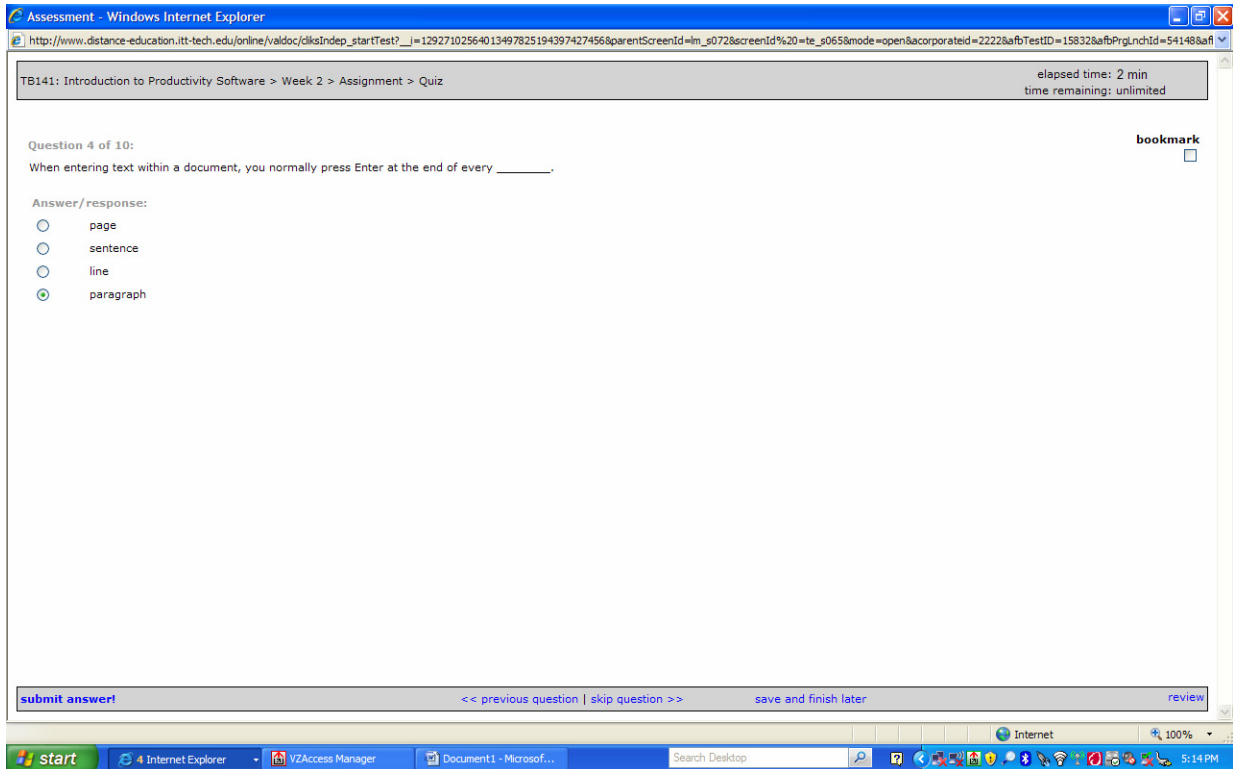
Answer/response:

- References
- View
- Insert
- Home

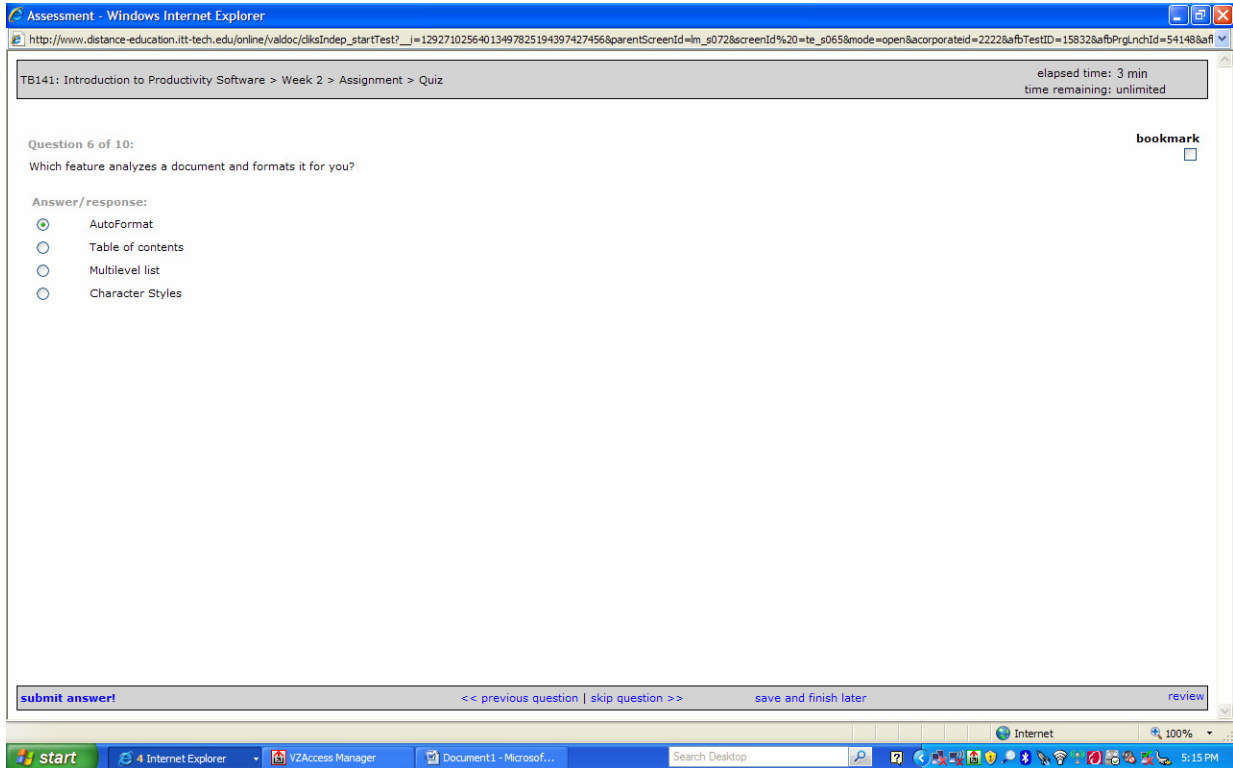
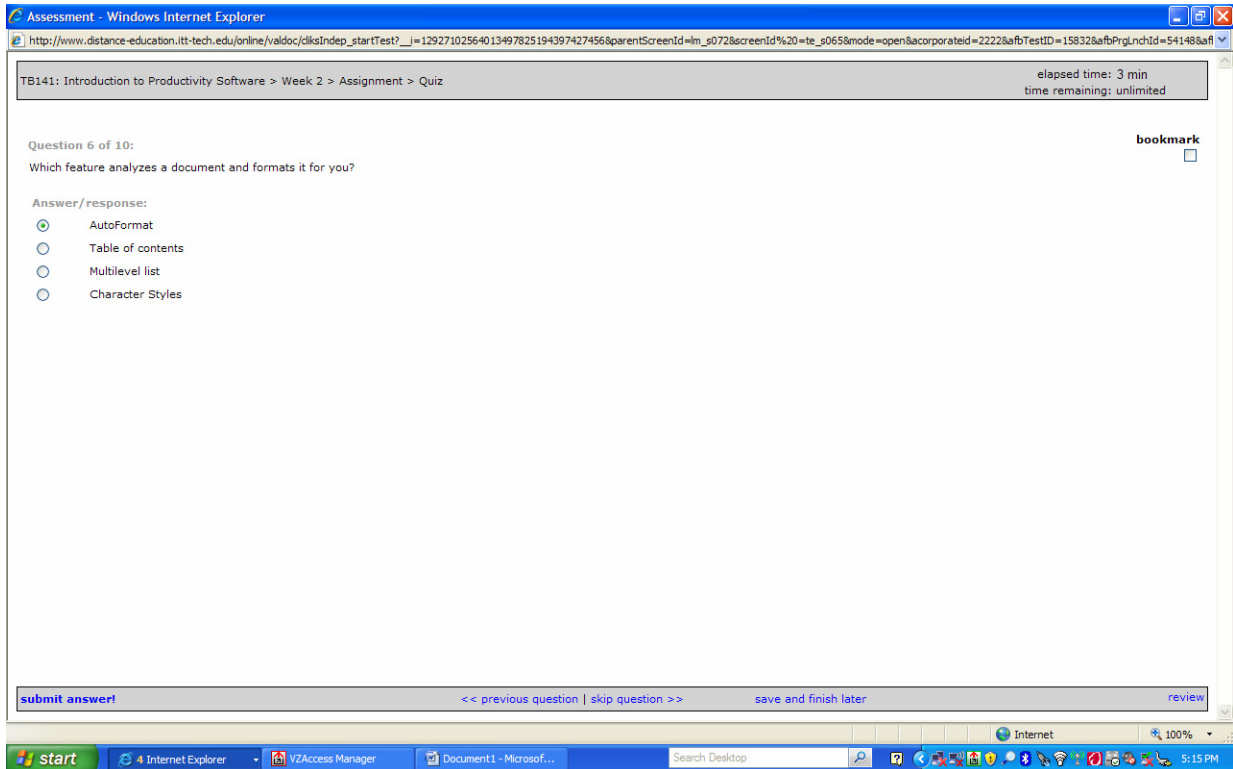
submit answer! << previous question | skip question >> save and finish later review

start | 4 Internet Explorer | VZAccess Manager | Document1 - Microsof... | Search Desktop | Internet | 100% | 5:13 PM

Job Code: 192370



Job Code: 192370



Job Code: 192370

Assessment - Windows Internet Explorer
http://www.distance-education.itt-tech.edu/online/valdoc/dlksIndep_startTest?__j=1292710256-4013497825194397427456&parentScreenId=lm_s072&screenId%20=te_s065&mode=open&acorporateid=2222&fbTestID=15832&fbPrgLnchId=54148&af

TB141: Introduction to Productivity Software > Week 2 > Assignment > Quiz elapsed time: 4 min
time remaining: unlimited

Question 8 of 10: bookmark
Which of the following is true about the Office Ribbon?

Answer/response:

- The Ribbon displays at the bottom of the screen.
- The Ribbon is a common component of the Office 2007 interface.
- The Ribbon cannot be used for selecting commands.
- The Ribbon is only available in Word 2007 and is not a feature of PowerPoint and Excel 2007.

submit answer! << previous question | skip question >> save and finish later review

start | 4 Internet Explorer | VZAccess Manager | Document1 - Microsof... | Search Desktop | Internet | 100% | 5:16 PM

Assessment - Windows Internet Explorer
http://www.distance-education.itt-tech.edu/online/valdoc/dlksIndep_startTest?__j=1292710256-4013497825194397427456&parentScreenId=lm_s072&screenId%20=te_s065&mode=open&acorporateid=2222&fbTestID=15832&fbPrgLnchId=54148&af

TB141: Introduction to Productivity Software > Week 2 > Assignment > Quiz elapsed time: 5 min
time remaining: unlimited

Question 9 of 10: bookmark
What visual clue tells you a document is **not** in Word 2007 format?

Answer/response:

- The status bar includes the text [Compatibility Mode].
- The title bar is a different color.
- The title bar includes [Compatibility Mode] after the file name.
- The file extension is .docx.

submit answer! << previous question | skip question >> save and finish later review

start | 4 Internet Explorer | VZAccess Manager | Document1 - Microsof... | Search Desktop | Internet | 100% | 5:17 PM

Job Code: 192370

The screenshot shows a Windows Internet Explorer browser window. The title bar reads "Assessment - Windows Internet Explorer". The address bar contains a long URL: http://www.distance-education.itt-tech.edu/online/v/aldoc/dlksIndep_startTest?__j=1292710256-4013497825194397427456&parentScreenId=lm_s072&screenId%20=te_s065&mode=open&acorporateid=2222&fbTestID=15832&fbPrgrLndId=54148&af. The main content area displays a quiz question: "TB141: Introduction to Productivity Software > Week 2 > Assignment > Quiz". The question is "Question 10 of 10: You are the only person in your office to upgrade to Word 2007. Before you share your documents with co-workers, you should _____." The answer choices are: "have no concerns that they can open your documents", "burn all documents to CD", "print out a backup copy", and "run the Compatibility Checker". The "run the Compatibility Checker" option is selected. A "bookmark" button is visible in the top right. At the bottom of the question area, there are links for "submit answer!", "<< previous question | skip question >>", "save and finish later", and "review". The Windows taskbar at the bottom shows the Start button, Internet Explorer, VZAccess Manager, and a Microsoft Office document. The system tray shows the time as 5:17 PM and 100% zoom.