

# Concepts Review Answer Key

## Unit 1: Basic Skills

### Lesson 1: Working with Word Basics

#### True/False Questions

Question	Answer	Page Number
1	F	18
2	F	17
3	T	10
4	T	9
5	F	20
6	T	10
7	F	20
8	T	7
9	F	15
10	T	9

#### Multiple Choice Questions

Question	Answer	Page Number
1	B	14
2	B	20
3	D	11
4	C	17

### Lesson 4: Creating a Simple Report

#### True/False Questions

Question	Answer	Page Number
1	T	112
2	T	118
3	F	120
4	T	126
5	F	130
6	F	118
7	T	124
8	T	129
9	F	113
10	T	122

#### Multiple Choice Questions

Question	Answer	Page Number
1	C	131
2	A	122
3	B	116
4	C	124

### Lesson 2: Creating and Editing Business Letters

#### True/False Questions

Question	Answer	Page Number
1	T	39
2	F	46
3	T	38
4	F	40
5	T	44
6	F	48
7	F	46
8	F	46
9	T	57
10	T	50

#### Multiple Choice Questions

Question	Answer	Page Number
1	B	46
2	B	56
3	D	50
4	C	43

### Lesson 5: Using Mail Merge

#### True/False Questions

Question	Answer	Page Number
1	T	158
2	T	158
3	T	158
4	T	166
5	F	170
6	T	170
7	T	173
8	F	171
9	T	163
10	T	158

#### Multiple Choice Questions

Question	Answer	Page Number
1	B	163
2	B	165
3	B	165
4	D	173

### Lesson 3: Creating a Memorandum and a Press Release

#### True/False Questions

Question	Answer	Page Number
1	F	82
2	F	79
3	T	91
4	F	95
5	T	83
6	F	78
7	T	88
8	T	78
9	T	84
10	T	92

#### Multiple Choice Questions

Question	Answer	Page Number
1	C	86
2	B	91
3	A	83
4	C	97

## Unit 2: Beyond the Basics

### Lesson 6: Working with Tables

#### True/False Questions

Question	Answer	Page Number
1	F	196
2	T	199
3	T	197
4	F	206
5	T	208
6	F	197
7	F	203
8	T	204
9	F	206
10	T	206

#### Multiple Choice Questions

Question	Answer	Page Number
1	C	206
2	B	199
3	D	197
4	B	206

### Lesson 9: Creating a Promotional Brochure

#### True/False Questions

Question	Answer	Page Number
1	F	300
2	T	319
3	T	300
4	F	306
5	F	302
6	T	311
7	F	312
8	T	319
9	F	300
10	F	306

#### Multiple Choice Questions

Question	Answer	Page Number
1	B	307
2	D	307
3	A	319
4	C	312

### Lesson 7: Creating a Newsletter

#### True/False Questions

Question	Answer	Page Number
1	T	240
2	T	228
3	F	234
4	T	237
5	F	237
6	T	231
7	F	237
8	T	249
9	F	242
10	T	237

#### Multiple Choice Questions

Question	Answer	Page Number
1	C	237
2	C	230
3	C	240
4	A	233

### Lesson 10: Creating a Research Paper

#### True/False Questions

Question	Answer	Page Number
1	T	335
2	F	334
3	T	343
4	T	335
5	F	340
6	F	342
7	F	335
8	F	342
9	T	349
10	T	345

#### Multiple Choice Questions

Question	Answer	Page Number
1	A	348
2	B	335
3	D	342
4	A	343

### Lesson 8: Creating an Employee Policy Manual

#### True/False Questions

Question	Answer	Page Number
1	F	264
2	F	264
3	T	265
4	T	264
5	F	282
6	F	265
7	T	272
8	F	272
9	T	270
10	T	282

#### Multiple Choice Questions

Question	Answer	Page Number
1	C	279
2	C	282
3	D	277
4	A	265

### Unit 3: Advanced Skills

#### Lesson 11: Organizing Long Documents

##### True/False Questions

Question	Answer	Page Number
1	F	372
2	T	386
3	T	380
4	T	376
5	T	371
6	F	380
7	T	380
8	F	384
9	F	376
10	F	370

##### Multiple Choice Questions

Question	Answer	Page Number
1	B	386
2	C	383
3	C	372
4	A	376

#### Lesson 14: Sharing and Securing Content

##### True/False Questions

Question	Answer	Page Number
1	T	480
2	T	492
3	T	498
4	F	482
5	T	488
6	F	503
7	T	501
8	T	488
9	T	503
10	F	503

##### Multiple Choice Questions

Question	Answer	Page Number
1	C	486
2	C	495
3	D	488
4	A	495

#### Lesson 12: Collaborating in Word

##### True/False Questions

Question	Answer	Page Number
1	F	406
2	T	426
3	F	408
4	F	428
5	T	406
6	T	423
7	T	419
8	F	413
9	T	417
10	F	419

##### Multiple Choice Questions

Question	Answer	Page Number
1	A	417
2	B	425
3	D	408
4	B	423

#### Lesson 15: Integrating with Other Programs

##### True/False Questions

Question	Answer	Page Number
1	T	527
2	T	538
3	F	543
4	T	545
5	T	545
6	T	528
7	F	534
8	T	536
9	T	542
10	T	532

##### Multiple Choice Questions

Question	Answer	Page Number
1	C	527
2	C	545
3	A	536
4	D	538

#### Lesson 13: Using Macros and Forms

##### True/False Questions

Question	Answer	Page Number
1	F	451
2	F	445
3	T	451
4	T	462
5	T	448
6	F	448
7	T	451
8	F	445
9	T	447
10	F	456

##### Multiple Choice Questions

Question	Answer	Page Number
1	A	444
2	A	448
3	D	461
4	C	459