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## 2019 - 2-1 SIMnet Activity: Microsoft Word Exam

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Submitted: 05/01/23 11:33 AM US/Eastern

Score<sup>1</sup>: 100% (22/22)

Attempt: 1

Questions: 22

#	Question	Points	Correct?	Submitted Answer
1	Use the distribute command to change all the columns to the same width.	1/1	✓	In the Layout Ribbon Tab in the Cell Size Ribbon Group, you clicked the <b>Distribute Columns</b> button.
2	Apply the <b>Grid Table 4-Accent 6</b> Quick Style to the table (it is in the Grid Tables section of the gallery).	1/1	✓	In the Design Ribbon Tab in the Table Styles Ribbon Group, you expanded the Table Styles Gallery. In the Design Ribbon Tab in the Table Styles Ribbon Group in the Table Styles menu, you selected the <b>Grid Table 4 - Accent 6</b> option.
3	Sort the table in <b>ascending</b> order based on the content of the first column. <b>NOTE:</b> The list has a header row.	1/1	✓	In the Layout Ribbon Tab in the Data Ribbon Group, you clicked the <b>Sort</b> button. Inside the Sort dialog, you clicked the <b>DialogHeader</b> view, clicked the dialog <b>undefined</b> button, and clicked the <b>OK</b> button.
4	Apply the <b>Yellow Orange</b> color theme to the document.	1/1	✓	In the Design Ribbon Tab in the Document Formatting Ribbon Group, you clicked the <b>Colors</b> button. In the Color Theme menu, you selected the <b>Yellow Orange</b> option.
5	Using the drag method, make the picture smaller.	1/1	✓	You clicked the <b>document text</b> .
6	Select the third column in the table.	1/1	✓	You clicked Col 3's Col Selector.
7	Add a citation that references the <b>Celia Woods</b> source.	1/1	✓	In the References Ribbon Tab in the Citations & Bibliography Ribbon Group, you clicked the <b>Insert Citation</b> button. In the Insert Citation menu, you clicked the <b>Woods, Celia</b> menu item.
8	Using the Ribbon, resize the image to be <b>3 inches tall</b> and <b>3 inches wide</b> .	1/1	✓	In the Format Ribbon Tab in the Size Ribbon Group, you set the <b>Height</b> to 3, set the <b>Width</b> to 3.
9	Apply the <b>Ion</b> theme to the document.	1/1	✓	In the Design Ribbon Tab in the Document Formatting Ribbon Group, you clicked the <b>Colors</b> button, clicked the <b>Themes</b> button. In the Themes menu, you selected the <b>Ion</b> option.
10	Change the row <b>height</b> of the current row to <b>.4"</b> .	1/1	✓	In the Layout Ribbon Tab in the Cell Size Ribbon Group, you set the <b>Height</b> to <b>.4"</b> .

# Simnet Word Exam Answers

**Tanya McGill**



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