

Test Bank

CHAPTER 2

WORD PROCESSING AND DOCUMENT ASSEMBLY

TRUE/FALSE

1. Any electronic word-processing document that goes outside of a legal organization should be checked for metadata.
ANS: T PTS: 1
Learning Objective: COMP.CORN.19.2.4 Discuss ethical problems related to word processing.
A-Head: Ethical Considerations
Bloom's: Remembering
2. Using a spell checker and grammar checker eliminates the need to proofread a document.
ANS: F PTS: 1
Learning Objective: COMP.CORN.19.2.4 Discuss ethical problems related to word processing.
A-Head: Ethical Considerations
Bloom's: Remembering
3. Document assembly automates sending form letters.
ANS: T PTS: 1
Learning Objective: None
A-Head: Introduction
Bloom's: Remembering
4. When a paralegal drafts legal documents to be filed with a court or prepares legal documents with legal conclusions without having them reviewed by a supervising attorney, it is referred to as the unauthorized practice of law.
ANS: T PTS: 1
Learning Objective: COMP.CORN.19.2.4 Discuss ethical problems related to word processing.
A-Head: Ethical Considerations
Bloom's: Remembering
5. The Style feature is most helpful in short, simple documents without recurring elements.
ANS: F PTS: 1

Learning Objective: COMP.CORN.19.2.2 Describe major features found in word-processing programs.

A-Head: Legal Word-Processing Fundamentals

Bloom's: Remembering

6. Most word processors have a "print layout" or Print Preview command that allows the user to see exactly how the document will look when printed.

ANS: T PTS: 1

Learning Objective: COMP.CORN.19.2.2 Describe major features found in word-processing programs.

A-Head: Legal Word-Processing Fundamentals

Bloom's: Remembering

7. Although tables are very easy to set up in most word processors, they are not frequently used in legal word processing.

ANS: F PTS: 1

Learning Objective: COMP.CORN.19.2.2 Describe major features found in word-processing programs.

A-Head: Legal Word-Processing Fundamentals

Bloom's: Remembering

8. Using macros requires users to keep keying in repetitious material or going through long sequences of commands.

ANS: F PTS: 1

Learning Objective: COMP.CORN.19.2.2 Describe major features found in word-processing programs.

A-Head: Legal Word-Processing Fundamentals

Bloom's: Remembering

9. Revealing the hidden codes in a document makes it easier to delete, edit, or change the document's formatting.

ANS: T PTS: 1

Learning Objective: COMP.CORN.19.2.2 Describe major features found in word-processing programs.

A-Head: Legal Word-Processing Fundamentals

Bloom's: Remembering

MULTIPLE CHOICE

1. It is common for__ to perform some or all of their own word processing.

- a. legal secretaries
- b. law clerks
- c. paralegals
- d. attorneys
- e. All answers are correct.

ANS: E PTS: 1

Learning Objective: COMP.CORN.19.2.1 Explain how legal organizations and paralegals use word processors.

A-Head: Centralized and Decentralized Word Processing

Bloom's: Remembering

2. What is it called when a firm has one department where all word processing is completed?

- a. Decentralized word processing
- b. Centralized word processing
- c. Distributed word processing
- d. Redistributed word processing
- e. Departmental word processing

ANS: B PTS: 1

Learning Objective: COMP.CORN.19.2.1 Explain how legal organizations and paralegals use word processors.

A-Head: Centralized and Decentralized Word Processing

Bloom's: Remembering

3. Which word-processing feature automatically creates hierarchical listing of data/paragraphs?

- a. Automatic paragraph numbering
- b. Automatic data listing
- c. Styles
- d. Indenting
- e. None of these answers are correct.

ANS: A PTS: 1

Learning Objective: COMP.CORN.19.2.2 Describe major features found in word-processing programs.

A-Head: Legal Word-Processing Fundamentals

Bloom's: Remembering

4. A(n) _____ is a named set of formatting characteristics that users apply to text.

- a. text block
- b. automatic data list
- c. style

- d. indent
- e. None of these answers are correct.

ANS: C PTS: 1

Learning Objective: COMP.CORN.19.2.2 Describe major features found in word-processing programs.

A-Head: Legal Word-Processing Fundamentals

Bloom's: Remembering

5. A(n)_____ is a title that appears at the top of every page.

- a. header
- b. page number
- c. footer
- d. style
- e. column

ANS: A PTS: 1

Learning Objective: COMP.CORN.19.2.2 Describe major features found in word-processing programs.

A-Head: Legal Word-Processing Fundamentals

Bloom's: Remembering

6. Bringing the margin in an equal distance from both the left and right sides is called:

- a. tabbing
- b. indenting
- c. double indenting
- d. spacing
- e. deleting

ANS: C PTS: 1

Learning Objective: COMP.CORN.19.2.2 Describe major features found in word-processing programs.

A-Head: Legal Word-Processing Fundamentals

Bloom's: Remembering

7. What standard format do most courts use for the electronic filing of documents?

- a. doc
- b. PDF
- c. docx
- d. jpg
- e. txt

ANS: B PTS: 1

Learning Objective: COMP.CORN.19.2.2 Describe major features found in word-processing programs.

A-Head: Legal Word-Processing Fundamentals

Bloom's: Remembering

8. A ___ records a user's keystrokes and then allows the user to play them back.
- margin
 - merge
 - header
 - macro
 - style

ANS: D PTS: 1

Learning Objective: COMP.CORN.19.2.2 Describe major features found in word-processing programs.

A-Head: Legal Word-Processing Fundamentals

Bloom's: Remembering

9. Which of the following involves comparing two documents by creating a third document that shows what the second document added to or deleted from the first document?
- Tracking
 - Blacklining
 - Merging
 - Pasting
 - Simultaneous viewing

ANS: B PTS: 1

Learning Objective: COMP.CORN.19.2.2 Describe major features found in word-processing programs.

A-Head: Legal Word-Processing Fundamentals

Bloom's: Remembering

10. Which word-processing feature enables reviewers to make changes to a document that can then be accepted or rejected?
- Track changes
 - Blacklining
 - Compare
 - Style
 - Table of authorities

ANS: A PTS: 1

Learning Objective: COMP.CORN.19.2.2 Describe major features found in word-processing programs.

A-Head: Legal Word-Processing Fundamentals
Bloom's: Remembering

11. A(n)_____ is a section in a legal document or brief that lists the cases, statutes, and other documents referenced in that legal document or brief.
- index
 - body
 - bibliography
 - table of contents
 - table of authorities

ANS: E PTS: 1

Learning Objective: COMP.CORN.19.2.2 Describe major features found in word-processing programs.

A-Head: Legal Word-Processing Fundamentals
Bloom's: Remembering

12. Where does an endnote appear?
- The top of a page
 - The bottom of a page
 - At the end of a chapter or document
 - At the beginning of a chapter or document
 - In a table of contents

ANS: C PTS: 1

Learning Objective: COMP.CORN.19.2.2 Describe major features found in word-processing programs.

A-Head: Legal Word-Processing Fundamentals
Bloom's: Remembering

13. Which word processor dominates the legal environment?
- Wordpad
 - Corel WordPerfect
 - Microsoft Word
 - MicroPro Wordstar
 - Google Docs

ANS: C PTS: 1

Learning Objective: COMP.CORN.19.2.2 Describe major features found in word-processing programs.

A-Head: Legal Word-Processing Programs: Microsoft Word vs. Corel WordPerfect
Bloom's: Remembering

14. Document assembly programs typically:
- work independently without the need for a word-processing program
 - have fewer features than word processors
 - have more capabilities than word processors
 - are used only in small law firms
 - All of these answers are correct.

ANS: C PTS: 1

Learning Objective: COMP.CORN.19.2.2 Describe major features found in word-processing programs.

A-Head: Merging and Document Assembly in Word Processors

Bloom's: Remembering

15. A(n) ____ can be read on a computer regardless of the type of operating system.
- electronic case
 - scanned file
 - note
 - word document
 - PDF

ANS: E PTS: 1

Learning Objective: None

A-Head: PDF Files

Bloom's: Understanding

SHORT ANSWER

1. Explain what Portable Document Format is.

ANS:

PDF is a standard secure format for exchanging documents electronically. It is used by most courts for filing documents electronically. Using a PDF file, users with different computers and printers can see a document with the same formatting and text. PDF readers are free, but programs that create PDF files typically must be purchased.

PTS: 3

Learning Objective: None

A-Head: PDF Files

Bloom's: Remembering

2. Explain the difference between the comments, comparing documents, and track changes features in a word- processing program.

ANS:

A comment enables a reviewer to make a note or comment in a document without actually changing the document. Comparing documents enables a user to compare two files so that the differences are shown. Track changes enables reviewers to make changes to a document that later can be accepted or rejected by the user.

PTS: 3

Learning Objective: COMP.CORN.19.2.2 Describe major features found in word-processing programs.

A-Head: Legal Word-Processing Fundamentals

Bloom's: Understanding

3. What is the difference between a primary file and a secondary file in a word-processing merge document?

ANS:

A primary file typically contains the form/template, and the secondary file typically contains the information to be merged into the form/template.

PTS: 2

Learning Objective: COMP.CORN.19.2.2 Describe major features found in word-processing programs.

A-Head: Merging and Document Assembly in Word Processors

Bloom's: Remembering

4. Why is it important for a paralegal to double-check and validate any cases or facts cited in a legal document?

ANS:

The paralegal must double-check and validate any cases or facts cited in a legal document to verify that the case is still good law or that the "fact" actually happened. If the information in the legal document is found to be erroneous, the client can be harmed, the attorney's reputation can be harmed, the paralegal's reputation can be harmed, and serious ethical ramifications could arise for the supervising attorney or the legal office.

PTS: 3

Learning Objective: COMP.CORN.19.2.4 Discuss ethical problems related to word processing.

A-Head: Ethical Considerations

Bloom's: Understanding