

Test Your Knowledge – Editing

1. Which icon indicates you have the ability to edit text on a particular webpage?enables Seattle instructors to put their courses online.
 - a. Home icon
 - b. Dropdown arrow
 - c. Silver bullet
 - d. Hyperlink manager

2. What is the Workspace Editor?
 - a. The login page.
 - b. The place where you can edit menus.
 - c. The area where you can edit a web page's text and pictures.
 - d. The section that contains documents and pictures within the Seattle University website.

3. After hovering your mouse over the silver bullet, which menu item will bring you to the workspace editor?
 - a. Edit
 - b. Workarea
 - c. Edit in Context
 - d. View Page Activity

4. Which icon is the hyperlink manager?
 - a. The Bookmark icon
 - b. The Hyperlink manager icon
 - c. The Remove link icon
 - d. The Library icon

5. What is the function of the hyperlink manager?
 - a. To unlink a piece of text.
 - b. To add an anchor to the page.
 - c. To add a picture or document to the page.
 - d. To add an outside URL or email link to the page.

6. To create a hyperlink that directs people to the another website, first highlight a piece of text in the Workspace editor and then click the
 - a. Bookmark button
 - b. Hyperlink Manager button
 - c. Remove link button
 - d. Library button

7. Which icon is the Library?

- a. Bookmark button
- b. Hyperlink Manager button
- c. Remove link button
- d. Library button

8. What is the function of the Library icon?

- a. To unlink a piece of text
- b. To add an anchor to the page
- c. To add an outside URL or email link to the page
- d. To add an internal link, document, or picture to a page

9. In order to upload a picture from your computer into the CMS Library after clicking the Library button, you must click the

- a. Search icon
- b. Add Library button
- c. Insert button
- d. Back button

10. Which of these is the “Set Image Properties” option after right clicking an image?

- a. Menu
- b. Field properties
- c. Image Modification Tool
- d. Set Image Properties

11. What is the function of the “Set Image Properties” option?

- a. Makes the image a hyperlink
- b. Crops, resizes, and rotates the picture
- c. Adds a picture to the workspace editor
- d. Edits the border, alignment, spacing, and size of the picture

Answer key:

1. C
2. C
3. A
4. B
5. D
6. B
7. D
8. D
9. B
10. D
11. D