

# CaseCATalyst 4+ Software Training Quiz Workbook

## CATALYST 4 INTRODUCTION QUIZ

**1. Choose the correct set of instructions for creating your first user directory:  
Open CATalyst and double-click on...**

- a. the "face" icon, then double-click on New and type in the User Name.
- b. View, Show, then New User, and type in the User Name.
- c. C:\CAT4\usr, then click the File button on the menu bar, choose New, and type in the User Name.
- d. the Tools button, then Options, Add New User, and type in the User Name.

**2. When in the Manage Jobs screen, name the toolbars at the top of the screen in descending order (from top of screen down):**

- a. Menu Bar, Button Bar, Toolbar, Title Bar.
- b. Title Bar, Toolbar, Button Bar, Menu Bar.
- c. Toolbar, Menu Bar, Button Bar, Title Bar.
- d. Title Bar, Menu Bar, Button Bar, Toolbar.

**3. After you have begun editing a file, what information is displayed in the Job Details area of the Manage Jobs screen?**

- a. Name of the file and any subfiles, including Dictionary, Global Table, Job History, Steno, Text, and Wordlist.
- b. A list of windows that are open, contains the Start button, etc.
- c. Page and Section numbers, Page \_\_\_ of \_\_\_, measurement in inches, and the keyboard map that is in use.
- d. CATalyst, displays the User name, and then Manage Jobs.

**4. Which toolbar contains the following buttons: Read, Tran, Edit, Print, etc.?**

- a. Title Bar
- b. Menu Bar
- c. Button Bar
- d. Toolbar

**5. What information is stored in the subfile with the .ini extension?**

- a. Job History information
- b. Steno notes
- c. Job Wordlist entries
- d. Job Global entries

**6. What are the two main steps to opening a file and transferring it to a folder?**

- a. Copy and Paste.
- b. Download and Save.

- c. Open and Paste.
- d. Open and Extract.

**7. If you have several clients, how do you as a scopist keep all their dictionary defines separate?**

- a. Define everything using the type of global that will keep the words for each file separate and contained within that file.
- b. Keep different clients together under one user name.
- c. Sort the globals after editing and send the dictionary globals into a separate file.
- d. Create different user directories for each client.

**8. Why is it helpful to use .wav files rather than tapes or other audio recordings?**

- a. With .wav files the audio is linked to the written notes and can be easily turned on and off at different points in the file.
- b. There is no advantage; it's just user preference.
- c. Using .wav files saves the time and expense of mailing tapes, CDs, or other recording media.
- d. Both a. and c. are correct.

**9. What is the first screen that appears when you double-click on a user directory?**

- a. Manage jobs
- b. System files
- c. Subfiles list
- d. Screen elements

**10. Which toolbar contains the following: File, Tools, View, Function, Window, and Help?**

- a. Function Bar
- b. Button Bar
- c. Menu Bar
- d. Status Bar

**11. The basic steps to downloading the practice files are: Click on the linked file, click Save, then click Open. Double-click on Case-Cat-Files, then click Ctrl + a. Then...**

- a. drag and drop the files into your CATalyst Practice directory.
- b. click on Extract, ensure the pathway is correct, then click on Extract or OK.
- c. click on Save, choose the directory you want to save the file to, then click Extract.
- d. click on Import, go on the Internet and click on the file. When the file opens, Save it to your CC Practice folder.

**12. What does "IVT" stand for?**

- a. Intercomputer Video Training
- b. Internal Visual Training

- c. Integrated VideoTraining
- d. Intellectual Visual Training

## LESSON 1 QUIZ

### 1. What is a CATalyst case (folder) and what is its purpose?

- a. A case is created by CC and is used to store files in the same case legal matter.
- b. A case is the section in the CATalyst software that contains the video training.
- c. A case can be created by either the reporter or the scopist and is used to store files in the same legal matter.
- d. A case is a folder within a user directory into which all files are copied for that client.

### 2. How do you change the view to icon view?

- a. In the Manage Jobs screen, click on View and check Icon View.
- b. Open a file, click on View and check Icon View.
- c. In the Manage Jobs screen, click on Tools and check Icon View.
- d. Open a file, click on Tools and check Icon View.

### 3. If you extract a client's file to her directory and can't find the file in Manage Jobs, what should you try first?

- a. Check your other directories to see if it accidentally went into the wrong one.
- b. Call or e-mail the reporter and ask her to resend the file.
- c. Click on File, Refresh or **Alt + f + r** to refresh your screen and see if the file shows up.
- d. Look for a new case name and see if the file is inside it.

### 4. A word or group of words that translates incorrectly is called a what?

- a. Untran
- b. Conflict
- c. Mistran
- d. Steno

### 5. What command makes the cursor move one letter at a time?

- a. **F2 + left arrow** or **F2 + right arrow**
- b. **Ctrl + left arrow** or **Ctrl + right arrow**
- c. **Alt + [** or **Alt + ]**
- d. **Alt + left arrow** or **Alt + right arrow**

### 6. What are the steps for creating a new case folder? Open a User Directory, then:

- a. Click File, New, Case.
- b. Click Tools, Options, New Case.
- c. Click Function, Create Case.
- d. Click File, Open, New Case.

**7. A conflict is:**

- a. An edit tool provided by CATalyst for choosing homonyms.
- b. Two words that have the same steno outline.
- c. A command that doesn't work with another command.
- d. An error created when open programs do not interface.

**8. To close a file you should:**

- a. Click on File + Exit.
- b. Press **Ctrl + F4**.
- c. Click on File + Close.
- d. Both b and c are correct.

**9. Exiting a file will:**

- a. Close the file and return to the Manage Jobs screen.
- b. Close the file and bring up your e-mail system.
- c. Close the file and default to the User directory screen.
- d. Close the file and close the CATalyst program.

**10. What is the fastest/easiest way to open a file?**

- a. Click on File, Open, Text File.
- b. Click the Edit Text button on the Button Bar.
- c. Double-click the file folder in the Icon View.
- d. Highlight the file, right click, then click on Open.

## LESSON 2 QUIZ

**1. How do you mark text in a CATalyst file?**

- a. **Shift + right arrow** or **Shift + left arrow**.
- b. Click and drag mouse over words.
- c. **Ctrl + [** or **Ctrl + ]**
- d. All of the above.

**2. Choose the fastest way to replace several words:**

- a. Mark the text, then hit **Ctrl + r**.
- b. Insert **F4 + r** at the beginning of the phrase and **F4 + r** at the end of the phrase, then type over it.
- c. Mark the text, then overwrite.
- d. Mark the text, delete it, then type in the correct text.

**3. What is the proper command to restore deleted text?**

- a. **F2 + r**
- b. **Shift + x**
- c. **Alt + y**
- d. **Ctrl + z**

**4. If you have a file open in CC, how do you switch over to the Manage Jobs screen?**

- a. Click on Manage Jobs tab.
- b. **Shift + tab + m**
- c. **Ctrl + tab + m**
- d. **Alt + t + m**

**5. What is the keyboard command for "paste"?**

- a. **Ctrl + p**
- b. **Ctrl + v**
- c. **Alt + a**
- d. **Alt + Shift + p**

**6. What is the keyboard command for opening a file?**

- a. **Alt + o**
- b. **Shift + o**
- c. **Ctrl + o**
- d. **F2 + o**

**7. What is the keyboard command for cutting text from a file?**

- a. **Mark + Ctrl + x**
- b. Scissors button on toolbar
- c. **Shift + m + c**
- d. **Mark + Delete**

**8. What is the initial keyboard command for including a file?**

- a. Ctrl + i
- b. F5
- c. F9
- d. F7 + i

**9. What is the keyboard command for copying text?**

- a. F2 + c
- b. Alt + c
- c. F9 + c
- d. Ctrl + c

**10. What is the keyboard command for closing a file?**

- a. F4 + Ctrl
- b. Alt + c
- c. Shift + Tab
- d. Ctrl + F4

**11. True or False? Once you have decided to global text, you cannot then add or subtract from the marked text?**

**12. To delete a word at a time, use the following command:**

- a. Alt + d
- b. Ctrl + d
- c. Shift + Delete
- d. Ctrl + Delete

**13. What command will mark a line of text at a time?**

- a. Shift + up arrow or Shift + down arrow
- b. Alt + left arrow or Alt + right arrow
- c. Ctrl + left arrow or Ctrl + right arrow
- d. Alt + up arrow or Alt + down arrow

### LESSON 3 QUIZ

- 1. What is the method for viewing underlying steno?**
  - a. Press **Alt + V**.
  - b. Press **Ctrl + N**.
  - c. Mark text in the file.
  - d. Click View, then Vertical Notes.
  
- 2. A word that is globalled to a case dictionary is a:**
  - a. D-define
  - b. J-define
  - c. K-define
  - d. C-define
  
- 3. What does CC use for a scanstop?**
  - a. \*
  - b. ^
  - c. +
  - d. #
  
- 4. To go backwards to a previous scanstop you would use:**
  - a. **Alt + b**
  - b. **Ctrl + s**
  - c. **Shift + F8**
  - d. **Ctrl + F6**
  
- 5. CATalyst has a function that will track choices made on conflicts, then will choose the same combination of words during the next translation. This function is known as:**
  - a. Conflict Database
  - b. Artificial Intelligence
  - c. Translation Database
  - d. Computer-Aided Translation
  
- 6. True or False? Area in which all D-defines are stored and can later be copied and sent to the reporter to be added to her Personal Dictionary is called a User Area.**
  
- 7. The only type of global that will change text regardless of the underlying steno:**
  - a. Dictionary global
  - b. English global
  - c. Job global
  - d. Case global
  
- 8. To turn a word into a scanstop for the reporter to check, one should:**
  - a. Insert \* before the word.

- b. Insert ^ before the word.
- c. Convert the word back into steno.
- d. B and c are correct.

**9. As I edit, I often go backward and forward in a file. What type of global do I need to use carefully that might make changes I'm not aware of?**

- a. English global
- b. Dictionary global
- c. Job global
- d. None of the above

**10. What command reverts text back to steno?**

- a. Alt + F4
- b. Ctrl + n
- c. Ctrl + F2
- d. Alt + s

**11. True or False? A K global is the only global that can be applied to all files in a case.**

**12. What is the purpose in the scopist saving the Update Area and sending it to the reporter periodically?**

- a. The reporter and scopist are both always building the Personal Dictionary.
- b. The reporter can take the word list and correctly stroke the words into her Personal Dictionary.
- c. There is no reason for the scopist to save the Update Area.
- d. The reporter can then add the entries to her Job Dictionary to use in a continuing case.

**13. What is the keyboard command to scan forward?**

- a. Ctrl + s
- b. F8
- c. Shift + F7
- d. F6

**14. A court reporter can add an "invisible" note to the file by inserting what type of note?**

- a. Bench
- b. Oops
- c. Hidden text
- d. All of the above.

## LESSON 4 QUIZ

- 1. What is the purpose of a sticky space?**
  - a. To keep words together on the same line.
  - b. To correctly position punctuation next to a word.
  - c. To glue a format symbol to a paragraph.
  - d. To stitch letters together when spelling out a word.
  
- 2. If you use F4 + p to insert a paragraph, where will the text appear on the following line?**
  - a. Two tabs to the right of the left margin.
  - b. Two spaces to the right of the left margin.
  - c. At settings established in the default paragraph.
  - d. At the settings established in the new line paragraph style.
  
- 3. Choose the correct list of functions corresponding to the following commands: F4 + r; F4 + z; F4 + y.**
  - a. right margin release, line number off, subscript off.
  - b. replace, centering on, superscript on.
  - c. right margin release, line number on, subscript on.
  - d. right margin release, centering on, superscript on.
  
- 4. If you wish to uncap the word "continent" after "U.S. continent," what format symbol would you insert after the "U.S."?**
  - a. F4 + u
  - b. F4 + F5
  - c. F4 + s
  - d. F4 + down arrow
  
- 5. What is the correct command for inserting a new page?**
  - a. Ctrl + n
  - b. Alt + n
  - c. F4 + n
  - d. F5 + n
  
- 6. What are the commands for turning italics off and on?**
  - a. F4 + Y/F4 + y
  - b. F4 + D/F4 + d
  - c. F4 + O/F4 + o
  - d. F4 + I/F4 + i
  
- 7. Why might you as a scopist want to use the right margin release?**
  - a. To keep text from running off the left-hand side of the page.
  - b. To make a long word fit on a line rather than leaving a large white space.
  - c. To assist with centering something between the margins.
  - d. You should not use a right margin release.

8. How would you set up an E-global to underline a case cite throughout the job?

- a. Ctrl + e, F6; home + F4 + D; end + F4 + d.
- b. Ctrl + e, F2; F4 + d + Enter.
- c. Shift + e, F4; left arrow + F4 + d.
- d. Ctrl + e, F6; home + F4 + U; end + F4 + u.

9. What is the proper command to search in CATalyst?

- a. F4 + s
- b. Ctrl + f
- c. F4 + f
- d. Ctrl + s

10. How would you search for the "underline on" format symbol throughout a file?

- a. F4 + f + F4 + U
- b. Ctrl + s + F2 + U
- c. Alt + s + Shift + U
- d. Ctrl + f + F4 + U

11. Once you have begun your search, what are the proper commands for searching forward and backward?

- a. F3/Shift + F3
- b. F2/Shift + F2
- c. F6/Alt + F6
- d. F4/Ctrl + F4

12. What options can be selected when searching for a word/phrase?

- a. Correct spelling, forward, backward.
- b. Form of the word, steno.
- c. Whole word, case sensitive.
- d. Whole word, form of the word, forward, backward.

13. True or False? F2 + s is the correct command for inserting a sticky space.

14. All format commands should be preceded by which function key?

- a. F2
- b. F5
- c. F4
- d. F9

15. What is the format symbol for inserting a BY line?

- a. m
- b. b
- c. y
- d. l

**16. What is the format symbol you should use when inserting a tab in a global?**

- a. i
- b. t
- c. a
- d. w

**17. To center a paragraph, which format symbol should be inserted before the first word of the paragraph?**

- a. c
- b. t
- c. f
- d. g

**18. What are the format commands for turning on and off single spacing?**

- a. F4 + G/g
- b. F4 + S/s
- c. F4 + D/d
- d. F4 + Y/y

**19. What command would you use to search for underlines in a file?**

- a. Ctrl + f + F4 + U
- b. Shift + s + F2 +u
- c. Alt +u + F2 + f
- d. F2 + f + F1 + U

**20. If you are searching forward and scan has stopped at a word, what command resumes your search?**

- a. Shift + F4
- b. F2
- c. Alt + s
- d. F3

## LESSON 5 QUIZ

**1. Which is the correct way to define a period or a question mark?**

- a. . space and ? space
- b. . space space and ? space space
- c. . no space and ? no space
- d. delete space . and delete space ?

**2. How would you correctly define a reporter's dash?**

- a. delete space + hyphen + hyphen + delete space.
- b. space + hyphen + hyphen + space.
- c. F4 + k + hyphen + hyphen.
- d. F4 + hyphen + hyphen + delete space.

**3. What is the most efficient method for inserting quotes around text?**

- a. Type in a quote at the beginning of the text, then type in another at the end of the text.
- b. Mark the text, hit **Ctrl + r**, then hit **F6**. Put quotes around the text, preceding the first one with a space.
- c. Mark the text you wish to quote, then hit **Shift + "**.
- d. Mark the text you wish to quote, then hit **Ctrl + "**.

**4. What is the shortcut for inserting dashes at the end and beginning of an interrupted Q or A?**

- a. Place your cursor at the end of the interrupted Q or A and hit **Ctrl + q**.
- b. Mark the text of the first part of the Q or A, then hit **Ctrl + --**.
- c. Delete period, insert dash at end of Q or A; insert dash at beginning of Q or A.
- d. Place your cursor at the end of the interrupted Q or A and hit **Ctrl + --**.

**5. How do you set up a flag for a reporter, telling her to check something?**

- a. Insert (**Ctrl + i**) a caret with a note such as **^ CK**.
- b. Convert text back into steno by hitting **Ctrl + F2**.
- c. Set up a conflict by typing the word that appears in the text followed by the word you think it should be, including appropriate format symbols.
- d. All of the above.

**6. What are the correct steps for defining a comma?**

- a. **Ctrl + i + ~ + ,**
- b. **Alt + i + ,**
- c. **Ctrl + d + ,**
- d. **F2 + d + ~ + ,**

**7. If a reporter wants you to use . . . as an ellipses, how would you insert it?**

- a. **Ctrl + i +... + F4 + F6**
- b. **Ctrl + i + . + F4 + k . + F4 + k . + F4 + k + F4 + F2**

- c. **Ctrl + i + sticky space . + F4 + k . + F4 + k . + F4 + k + F4 + F5**
- d. **Ctrl + i + delete space . + F4 + k . + F4 + k . + F4 + k + F6 + F5**

**8. What are the correct steps for creating a conflict? Mark the text you wish to include in the conflict, then...**

- a. press **Ctrl + r, F2**. In the New Text box, type a **^ space**, type in the old text, type in a **^ space**, then the new text.
- b. press **Ctrl + r, F6**. In the New Text box, type a **^ delete space**, type in old text, type a **^ delete space**, type in new text.
- c. press **Ctrl + r**. In the New Text box, place a **^**, type in the old text, then another **^**, type in the new text.
- d. press **Ctrl + r, F2**. In the New Text box, type a **^ sticky space** before the text, then after the text, type in a **^ sticky space**, then the text that you believe is correct.

**9. How should you define a misstroke of a Q. or A. symbol? Ctrl + d +:**

- a. **F6 + q** or **F6 + a**
- b. **F2 + q** or **F2 + a**
- c. **F4 + q** or **F4 + a**
- d. **Ctrl + q** or **Ctrl + a**

**10. If a scopist wants to list his "guess" for a word along with the original word and give the reporter a choice, he would create a:**

- a. Scanstop.
- b. Conflict.
- c. Global.
- d. Untran.

**LESSON 6 QUIZ**

- 1. What is the most efficient way to cap a word?**
  - a. Mark + F6 + Alt + a
  - b. Ctrl + F5
  - c. Ctrl + F4
  - d. Ctrl + Mark + F5
  
- 2. What is the most efficient way to cap and quote a phrase?**
  - a. Mark + Ctrl + F5 + Shift + "
  - b. Mark + Ctrl + " + F5
  - c. Mark + Ctrl + " + Shift + F5
  - d. Mark + Shift + F5 + Ctrl + "
  
- 3. When globaling a phrase with italics, what commands must you use at the beginning and end of the text?**
  - a. F5 + Y/F5 + y
  - b. Ctrl + G/Ctrl + g
  - c. F4 + D/F4 + d
  - d. Shift + W/Shift + w
  
- 4. What is the command for stitching a word?**
  - a. Ctrl + -
  - b. Shift + -
  - c. F4 + s + -
  - d. Alt + s + -
  
- 5. When using the stitch toggle key, what is the command used for placing a period after every letter in a word?**
  - a. Ctrl + - + .
  - b. Ctrl + - + F4 + .
  - c. Ctrl + F4 + .
  - d. Ctrl + - + Ctrl + - + Ctrl + -
  
- 6. Which step can you eliminate in the shortcut for capping a phrase?**
  - a. Mark
  - b. F2
  - c. Shift
  - d. F6
  
- 7. What is a toggle key?**
  - a. A key that performs different commands depending on what function key precedes it.
  - b. A key that switches between different functions if you continue to press it.
  - c. A key that switches from Manage Jobs to edit screen to any other open windows in

CATalyst.

d. A key that records a series of keystrokes that can be played back.

**8. Why is it helpful to place text in the New Text box?**

- a. To save the commands that were performed so that they can be reused later in the file.
- b. So that it can be saved and reused as an Include File.
- c. It saves retyping the text when you want to alter it.
- d. It's easier to make a change if you type the text in incorrectly.

**9. What is the command for performing a word swap?**

- a. Ctrl + w
- b. Ctrl + s
- c. Ctrl + m
- d. Ctrl + z

**10. What are the formats for text when toggling the Ctrl + - commands?**

- a. Letters in all caps; letters in all lower case; word with first letter capped.
- b. Letters joined by hyphens; letters in italics; letters in bold; letters in a different font.
- c. Letters joined by hyphens; letters separated by spaces; letters followed by periods.
- d. Letters placed in the New Text box; underlined letters; letters in subscript; letters in superscript.

**11. What is the command for number conversion?**

- a. Ctrl + n
- b. Alt + c
- c. Ctrl + u
- d. Shift + m

**12. If you convert 45 to an ordinal number, how will it appear?**

- a. forty-fifth
- b. \$45
- c. forty-five
- d. 45th

**13. If the number 810678385 is formatted as 81-0678385, what number conversion option did you choose?**

- a. Ordinal number
- b. Tax ID number
- c. Social security number
- d. Unformatted number

**14. How can the number conversion process be streamlined for easier use?**

- a. Keep the number conversion window open in the corner of your screen.
- b. Create macros to perform the commands quickly.

- c.** Create a keyboard layout to record the commands.
- d.** Just type the numbers in the correct format.

## LESSON 7 QUIZ

**1. What is the command used to look up the spelling of a word within the CC dictionary?**

- a. Ctrl + F2
- b. Ctrl + I
- c. Ctrl + F7
- d. Ctrl + F9

**2. When the Spelling Lookup box is open and you click on Change, what function does CATalyst perform?**

- a. Opens the New Text box into which the correct spelling is typed.
- b. Changes the word to the first word in the Suggestions box.
- c. Brings up the word in the Change To box so that you can alter the spelling.
- d. Offers a selection of dictionaries to which you can change to look up the word.

**3. If you click on the Global button within the Spelling Lookup box, what choices are you given in the Global Type box?**

- a. D-Define
- b. J-define
- c. Replace
- d. All of the above

**4. It is very important to check which option in Spell Check Options so that it will catch conflicts and untrans as it progresses through the file?**

- a. Stop at all scanstops
- b. Search conflicts/untrans
- c. Scan while spell check
- d. Seek all possible corrections

**5. Why will the Spell Checker stop at multiple punctuation such as "? or ";?**

- a. Spell Check doesn't recognize this punctuation as correct until you teach it to ignore it.
- b. Because there is no double punctuation in the Job Dictionary.
- c. It won't stop at multiple punctuation as long as its correct.
- d. Because these forms of punctuation are incorrect.

**6. Why does the Spell Checker stop at correctly spelled words?**

- a. If there's more than one spelling for a word, it wants you to double-check it.
- b. It doesn't stop at correctly spelled words.
- c. Because the word isn't in the database until you add it.
- d. If the word is a homonym, it wants you to check the definition for correctness.

**7. In addition to checking for incorrectly spelled words, Spell Check will stop for what error?**

- a. Too few or too many spaces

- b. Double words
- c. Repeated paragraph types
- d. All of the above.

**8. If you add an incorrect spelling to the Personal Wordlist and want Spell Check to correct it without stopping, what option would you choose?**

- a. Apply global
- b. Correct spelling
- c. Autocorrect
- d. Change in file

**9. What is the correct command for activating Spell Check?**

- a. Shift + F7
- b. Ctrl + F7
- c. Alt + s
- d. Ctrl + F6

**10. True or False? The following are Spell Check options.**

- a) Pause after change.
- b) Autocorrect.
- c) Ignore initial caps.
- d) Ignore all capped words.
- e) Ignore mixed case.
- f) Ignore mixed digits.
- g) Report repeated words.
- h) Split hyphenated words.
- i) Strip possessives.
- j) Suggest split words.
- k) Ignore single characters.

**11. You are spell checking and the Spell Checker stops at "; (quote semicolon). What should you do?**

- a. J-define the punctuation.
- b. Press **Alt + i** to ignore it.
- c. Add the punctuation to the Personal Wordlist.
- d. Press **Shift + F7** to continue spell checking.

**12. Which should you choose as scan options?**

- a. Untranslates
- b. Conflicts
- c. Scan stops
- d. All of the above

**13. What is a CATalyst wordlist?**

- a. A dictionary file that contains spellings and definitions of words selected by the user.
- b. A subfile in which globals are stored so that they will be recognized by the Spell

Checker.

- c. A listing of D-defined words against which the Spell Checker will compare spellings.
- d. A subfile to which words are added so that they are recognized by the Spell Checker.

**14. When using Spelling Lookup or the Spell Checker, the Ignore All option will:**

- a. Ignore the word in that specific file only.
- b. Ignore the word in all files within the user directory.
- c. Add that word to the personal wordlist.
- d. All of the above.



**LESSON 8 QUIZ**

- 1. True or False? The <Ctrl> key will take you to the different buttons located on the menu bar.**
- 2. Which is the item on the menu bar that you should choose to alter your display?**
  - a. Tools.
  - b. Format.
  - c. View.
  - d. Function.
- 3. What is the keyboard command for opening font options?**
  - a. Alt + o + f.
  - b. Alt + f + o.
  - c. Alt + t + f.
  - d. Alt + f + c.
- 4. Stenograph recommends using what type of font?**
  - a. unchanged.
  - b. anchored.
  - c. fixed width.
  - d. affixed.
- 5. When using keyboard commands, how do you know what letter to strike to take you to a particular option?**
  - a. The first letter of the name of the option.
  - b. The letter that is underlined in the name of the option.
  - c. The letter in the name of the option that is a different color.
  - d. The letter that is bolded in the name of the option.
- 6. What are the keyboard commands for Spelling Lookup? Alt +...**
  - a. v + s.
  - b. s + l
  - c. t + l.
  - d. e + d.
- 7. What are screen elements whose color you can select?**
  - a. Untrans, Qs and As, and conflicts
  - b. Untrans, mistrans, and conflicts
  - c. Include files, format symbols, Qs and As
  - d. Background, toolbars, and scanstops
- 8. What are timestamps? A clock that...**
  - a. times the proceedings in intervals.
  - b. starts at zero, times the proceedings in sections, then starts again at zero.

- c. tells you how long the proceedings lasted.
- d. tracks how many strokes the reporter writes in an interval of time.

**9. What keyboard command opens the Format menu?**

- a. Alt + o.
- b. Alt + r.
- c. Alt + f.
- d. Alt + t.

**10. What are the two options for timestamps?**

- a. Hours and minutes.
- b. Military and Greenwich.
- c. Clock and elapsed.
- d. Fixed and progressive.

## LESSON 9 QUIZ

### 1. What is the Update Area?

- a. The folder in which globals created during editing are stored.
- b. A folder created by copying the D-defines from the Global Table into a Job Dictionary.
- c. The folder in which D-defines are stored.
- d. A segregated area in the Personal Dictionary where D-defines are stored until the reporter updates them to her Personal Dictionary.

### 2. How do you mark all entries in the Update Area?

- a. **Ctrl + m**
- b. **Ctrl + a**
- c. **Alt + e**
- d. **Shift + a**

### 3. In the Manage Jobs screen, how can you move a file into a Case folder?

- a. Place mouse on file folder and drag and drop it into the Case folder.
- b. Highlight file and hit **Ctrl + M**. In the Move file to box type in the Case name, followed by a slash, then the file name.
- c. Click on file, type **Ctrl + m**, choose Case from list on right.
- d. Both a and c are correct.

### 4. To copy the Update Area, you paste the entries into a new file. To create a new file named Update1, you must

- a. Click on File on Menu Bar, then Open, Dictionary, Job, then name the new file Update1, Enter.
- b. Click on Create New Document button on Toolbar, choose Dictionary Files as file type, type in Update1 in File name box, click Enter.
- c. Click on File on Menu Bar, then New, Dictionary, Job, type Update1 in File name box, click Enter.
- d. All of the above.

### 5. What is the purpose in copying the Update area?

- a. To add entries to reporters Personal Wordlist.
- b. To add entries to reporters Job Dictionary.
- c. To add entries to reporters Power Define commands.
- d. To add entries to reporters Personal Dictionary.

### 6. What are the steps for creating a new Case?

- a. **Ctrl + n + f + c**
- b. **Alt + f + n + c**
- c. **F2 + New Case**
- d. **File + Open + Case**

### 7. The steps for copying a reporters include/parenthetical/blurb files are:

- a. Mark and Copy text, open a new Text file, Name it, Paste the text into it, then Edit to create variables.
- b. Mark and Copy the text, open a new Include file, Paste the text into it, Name it, then Edit to create variables.
- c. Mark and Cut the text, click on Systems Files, open a new Text file, Paste the text into it, Name it, then Edit to choose appropriate variables.
- d. Mark text, click on File, Save As, Name it, Save as Include file, Edit to insert variables.

**8. What is the keyboard command for opening a new text file?**

- a. Ctrl + f + n + t
- b. Shift + n + f + t
- c. Alt + f + n + t
- d. F9 + n + f + t

**9. When you copy a file to a different User Directory and choose Keep Case Structure, it will:**

- a. Preserve the formatting of the file.
- b. Copy the file inside the same Case name.
- c. Preserve all the subfiles included within the file.
- d. Copy all the files inside the Case folder.

**10. True or False? When you copy a job within the same User Directory, you must give the copy of the file a new name.**

**11. To move a file out of a Case into Manage Jobs in the same User Directory, you must...**

- a. Check Keep case structure.
- b. Rename the file.
- c. Check all subfile types.
- d. Uncheck Keep case structure.

**12. True or False? To move a Case into a different User Directory, you must check Keep case structure.**

## LESSON 10 QUIZ

**1. Stenograph estimates that an hour of testimony with Audiosync runs about how many megabytes per hour?**

- a. 10.
- b. 5.
- c. 26.
- d. 14.

**2. What are the requirements for uploading audio files to the Internet?**

- a. An Internet storage account and the WinZip program.
- b. A high-speed Internet connection and an Internet storage site.
- c. An e-mail account and a CAT software system.
- d. A dial-up Internet connection and a file transfer protocol.

**3. True or False? The audio automatically starts recording when the reporter begins to write.**

**4. Why must reporters upload audio files to the Internet or use a file transfer protocol rather than e-mailing them directly to the scopist?**

- a. Large files will not attach to e-mails.
- b. The audio won't play correctly if it is attached to an e-mail.
- c. There are security issues with e-mailing audio files.
- d. Files are so large that ISPs usually time out before files can successfully be sent.

**5. True or False? You can choose to associate a different audio file with a text file.**

**6. True or False? It is not possible to slow the speed of the audio.**

**7. How does one adjust the placement of the Audio Playback Speed box?**

- a. Drag and drop the box to the preferred position on your screen and then click on Ctrl + f and "Save As."
- b. Position the box where you want it, click on "Playback Speed," then right click and choose "Save In This Location."
- c. Right-click on the title bar, choose Dialog Settings, then "Always Remember the Position of this Dialog," then OK.
- d. Click on Format, Placement, and Position Audio Playback Speed, then "Save in This Location."

**8. What commands are used to scroll through the text and play the audio contemporaneously?**

- a. Alt + s + a.
- b. Ctrl + Shift + F9.
- c. Alt + o + a + s.
- d. Ctrl + t + s.

**9. The following command stops audio playback:**

- a. Ctrl + F9.**
- b. Shift + F8.**
- c. Alt + s.**
- d. F9 + Ctrl.**

**10. To adjust synchronization of the audio to the text, use the following commands:**

- a. Ctrl + a + t.**
- b. Alt + t + o + u.**
- c. Shift + s + a + t.**
- d. F9 + w + a + t.**

**11. True or False? You can choose to associate a different audio file with a text file.**

## LESSON 11 QUIZ

**1. In the Manage Jobs screen, what are some of the right-click menu options?**

- a. Open, backup restore, copy, move, help.
- b. Spelling & grammar, word count, language, macros, customize, options.
- c. Paste, Font, Undo Global, Modify Paragraph, Change Header Text, .
- d. Font, modify paragraph, change header, modify layout, save layout as.

**2. Right-clicking in User Directories Area and choosing Select all will:**

- a. Highlight and list all Systems Files in all User Directories.
- b. Nothing. You must first highlight a User Directory.
- c. Highlight all User Directories.
- d. Highlight all files in highlighted User Directory.

**3. When you highlight a directory and click on Delete, what dialog box opens?**

- a. Are you sure you wish to delete this directory?
- b. Directory cannot be deleted from this menu.
- c. No dialog box opens.
- d. No subfile types were selected to delete.

**4. What is a field?**

- a. Information that is inserted during translation according to reporter choices.
- b. A table containing rows and columns into which information can be inserted.
- c. A placeholder for information that changes within files.
- d. A section of a file where variables can be typed in.

**5. One fills in a field by choosing the correct information from a...**

- a. Fill in Field List.
- b. User-Defined Table.
- c. Wordlist.
- d. EZ Text file.

**6. Copy text, open a new file with the appropriate name, paste the text into it, then create variables for changing information. These instructions are used for:**

- a. Creating fill-in-field lists.
- b. Copying parentheticals.
- c. Setting up EZ Speakers dictionaries.
- d. Filling in EZ Text tables.

**7. True or False? The Print Current Page command incorporates all edit changes.**

**8. Which of the following answers is *not* correct? By choosing Other Dictionary Define, you can define a word to go into a different user's...**

- a. Global Table.

- b. Job Dictionary.
- c. Update Area.
- d. Personal Dictionary.

**9. True or False? Choosing Undo Global Once will undo throughout the file the last global entered.**

**10. The keyboard command for Spelling Lookup is Ctrl +...**

- a. F4.
- b. F6.
- c. F7.
- d. F8.

**11. Where can you find the number of untranslates that were in the file when it translated?**

- a. View, Untranslates.
- b. Job History, Translation tab.
- c. Open, List/Table, Untranslates.
- d. Tools, Untran Table.

**12. To create a paragraph style that indents from both margins, one would use which paragraph style?**

- a. Quote/Unquote.
- b. Indent Style.
- c. Margin Modification.
- d. User Defined.

**13. The fastest way to change a header is to use which set of commands?**

- a. Ctrl + h.
- b. Alt + o + h.
- c. Ctrl + f + h.
- d. F2 + h.

**14. Exporting a CC file to what format makes it viewable to attorneys in E-transcript?**

- a. RTF/CRE
- b. .PTF
- c. .PTX
- d. ASCII

**15. To delete a user, you must...**

- a. Highlight the directory and hit **Ctrl + d**.
- b. Hit **Alt + t** and choose Delete User.
- c. Hit **Ctrl + u + d**.
- d. Go into user and choose "Delete This User."

## LESSON 12 QUIZ

**1. To create a new directory, click on File, New, User or...**

- a. Ctrl + f + o + n.
- b. Ctrl + f + n + u.
- c. Alt + f + n + u.
- d. Alt + o + u + n.

**2. Which of the following is a set of programmable keys that can be used during edit?**

- a. Keyboard map.
- b. Macros.
- c. EZ Text.
- d. All of the above.

**3. What is EZText?**

- a. A file into which reporters can program speakers before translating a file.
- b. A table into which lines of text can be typed for insertion during edit.
- c. A programmable map of the keyboard in which one keystroke performs one command.
- d. A field into which multiple commands can be programmed, and that are invoked by a specific sequence of keystrokes.

**4. To create a new Case, click on:**

- a. Open, New, Case.
- b. File, New, Case.
- c. File, Open, Case.
- d. None of the above.

**5. You can set up EZText entries to insert...**

- a. lines of typed-in text.
- b. auto includes and fields.
- c. BY lines and colloquy.
- d. All of the above.

**6. A replaceable "placeholder" in a parenthetical is known as...**

- a. caret.
- b. variable.
- c. visual.
- d. alterable.

**7. The maximum amount of entries that can be created in EZText is?**

- a. Fifteen.
- b. Twenty-four.

- c. Unlimited.
- d. Ten.

**8. To create a new text file, click on:**

- a. File, New, Text File.
- b. File, Open, Text File.
- c. None of the above.
- d. Either a or b.

**9. To zip and e-mail a file, use the keyboard commands, Alt +...**

- a. t + c.
- b. f + z.
- c. e + c.
- d. f + s.

**10. What are the keyboard commands for showing different toolbars in CC?**

- a. Ctrl + s + k.
- b. F2 + s + k.
- c. Alt + v + s.
- d. F4 + t + o.

**11. Scan can scan for...**

- a. Conflicts.
- b. Oops.
- c. Bench.
- d. All of the above.

**12. Where is the No Nag List?**

- a. Wordlist.
- b. List/Table.
- c. Dictionary.
- d. Special Edit.

**13. To go up one level, click on...**

- a. Ctrl + u
- b. Alt + 1
- c. F4 + m
- d. F2 + +

**14. "Words to suppress capping when found in middle of phrase" is found under...**

- a. Text Appearance Options.
- b. Intuitive Replace.
- c. Advanced Edit Options.
- d. Standard Toolbar.

**1. To copy a file from one user to the other you must...**

- a. Hit **Ctrl + c**, choose the User Directory to which you wish to copy the file, then hit **OK**.
- b. Click on Tools, Copy, choose the User Directory to which you wish to copy, type in file name, then click Ok.
- c. Hit **Ctrl + C**, click on the User Directory to which you wish to copy the file, then hit **Ctrl + v** to paste.
- d. Perform either a or b.

**LESSON 13 QUIZ KEY**

- 1. What are the keyboard commands for exporting a file?**
  - a. Ctrl + f + x.**
  - b. Alt + e + f.**
  - c. Alt + Shift + e.**
  - d. Alt + u + x.**
  
- 2. To add Extended Characters to a word, you must hit...**
  - a. Alt + e + c.**
  - b. Ctrl + i + s.**
  - c. Ctrl + i + F9.**
  - d. F2 + i + e.**
  
- 3. True or False? Alt + e + f will look up a word in the One Look Dictionary online.**
  
- 4. When in a file, in Tools, Options, Warnings, you may choose which warning?**
  - a. Deleting or renaming a file.**
  - b. File deletion before merging files.**
  - c. Not backing up subfiles.**
  - d. All of the above.**
  
- 5. What are the keyboard commands for printing the current page?**
  - a. Alt + c + p**
  - b. Alt + f + u**
  - c. Ctrl + p + p**
  - d. Ctrl + Shift + p**
  
- 6. True or False? Special Search will search for next Q/A/C, Header, Punctuation, Missing By Line, Layout Change.**
  
- 7. What are the keyboard commands for opening the Number Conversion Table?**
  - a. Alt + s + u + u.**
  - b. Ctrl + F4 + n + u.**
  - c. Alt + s + n + c.**
  - d. Ctrl + n + c + t.**
  
- 8. You may export a CC file to which file formats?**
  - a. ASCII.**
  - b. RTF/CRE file.**
  - c. HTML.**
  - d. All of the above.**
  
- 9. True or false? You should always use the Normal setting for viewing your page.**

10. To cycle possession, you must keep the \_\_\_\_ key depressed and continue hitting \_\_\_\_.

- a. Alt + p.
- b. Ctrl + ‘.
- c. F4 + “.
- d. Ctrl + F7.

11. The commands for adding text to the end of a file are...

- a. Ctrl + m.
- b. F9.
- c. Alt + f + d.
- d. All of the above.

12. True or false? You may insert an image only on the title page.

13. To do an Internet Search from within CC, use the following commands:

- a. Alt + e + n.
- b. F2 + i + s.
- c. Ctrl + s + i.
- d. F5 + F4 + i.

14. True or false? You may insert a hidden note by using hidden text, bench, or oops commands.

15. If you are having trouble capping a word, deleting a line, or other issues, you should check your...

- a. Format settings.
- b. Reveal Codes.
- c. Layout options.
- d. Advanced Edit Options.

16. To view the steno notes, you may use...

- a. Ctrl + n.
- b. Mark the text.
- c. Alt + v + s.
- d. A and b.

17. Set Cursor Context allows you to choose...

- a. The size of the cursor.
- b. Where the cursor appears on the page.
- c. How fast the cursor blinks.
- d. The appearance of the cursor.

18. True or False? You may search for portions of a word.

19. When searching, you may search...

- a. Forward and backward.
- b. Case sensitive.
- c. Whole word.
- d. All of the above.

**20. To change Jose to Josē, you would use which commands?**

- a. Ctrl + i + c
- b. F4 + c
- c. Ctrl + i + F9
- d. Alt + t + a

**LESSON 14 QUIZ KEY**

- 1. True or False? To undo a global, you must open the global table and click on Alt + e + u.**
- 2. How do you correctly open the Global Table?**
  - a. Alt + s + y.**
  - b. Ctrl + y.**
  - c. F2 + w.**
  - d. Alt + s + g.**
- 3. What is the global table that comes with CC that will correct misspelled words?**
  - a. EZ Text Table.**
  - b. Xtra Global Table.**
  - c. Phonetic Table.**
  - d. Personal Global Table.**
- 4. What is the global table to which you can add words that the reporter doesn't define, then apply them throughout the file when you start editing?**
  - a. EZ Text Table.**
  - b. Xtra Global Table.**
  - c. Phonetic Table.**
  - d. Personal Global Table.**
- 5. To create a paragraph indented from both sides, you would use a \_\_\_\_\_ paragraph style.**
  - a. Default.**
  - b. Centered.**
  - c. User Defined.**
  - d. Indented.**
- 6. True or False? To save a layout, use the keyboard commands Alt + o + s.**
- 7. The keyboard commands to scroll text forward are Alt +...**
  - a. e + s + t**
  - b. t + t + t**
  - c. t + a + f**
  - d. s + s + f**
- 8. What are the keyboard commands for resetting a page number?**
  - a. Alt + o + n**
  - b. Ctrl + f + p**
  - c. Ctrl + Shift + n**
  - d. Alt + n + p**
- 9. What are the keyboard commands for checking the spelling of a word from within**

a file?

- a. Ctrl + F7
- b. Alt + e + f
- c. Ctrl + w + s
- d. Alt + w

10. What does Orphan Control do in a CC file? Keeps a specified number of \_\_\_\_\_ together.

- a. pages.
- b. words.
- c. lines.
- d. paragraphs.

11. What is the command for inserting a BY line at the left margin?

- a. Alt + l
- b. Ctrl + 1
- c. F4 + F5
- d. F4 + m

12. What are the keyboard commands for building an autoindex?

- a. Alt + t + n + b
- b. Ctrl + t + i
- c. Alt + s + b + t
- d. Ctrl + F4 + b + i

13. True or false? To take information from a field into plain text, you must retype the information.

14. You may apply a global...

- a. forward.
- b. backwards.
- c. to the entire file.
- d. all of the above.

15. To change the header text within a file, use the keyboard commands:

- a. Alt + h
- b. Ctrl + h
- c. Ctrl + Shift + h
- d. F2 + h

16. If a reporter wishes you to use an alternative format to the original one, you would use the keyboard commands:

- a. Ctrl + a
- b. Alt + o + a
- c. Alt + Shift + f
- d. F2 + a + f

**LESSON 15 QUIZ**

**1. What can you insert into a CC file as a “placeholder” for information that you change in different files?**

- a. Table.
- b. Text box.
- c. Field.
- d. Image.

**2. If you are replacing or globaling a word and hit the Spaces key, it will toggle from...**

- a. sticky space, no space, space.
- b. stitch, sticky space, no space.
- c. hyphens, periods, spaces.
- d. two spaces, no space, one space.

**3. When creating a global, the FS button:**

- a. inserts Field symbol.
- b. returns to former screen.
- c. displays list of format symbols.
- d. does both a and c.

**4. If you wish to apply a global to a word, no matter how it's written, you should choose:**

- a. generate all possible misstrokes.
- b. e-global.
- c. d-global.
- d. a or b.

**5. True or False? You may copy a global table from one user to another.**

**6. When searching a global table, you may choose to search:**

- a. format symbols
- b. steno
- c. case sensitive
- d. all of the above
- e. b and c.

**7. True or False? CC will not suggest a word if you are replacing a word, only if you are globaling it?**

**8. When globaling or replacing, depress which key(s) to bring up the Insert Character list?**

- a. F10
- b. Alt + y
- c. F9

d. **Ctrl + s**

**9. When globaling or replacing a conflict, the Global - Replace dialogue box opens. Then what must you do to choose choice No. 2?**

- a. Depress Conflict button twice.
- b. Depress the 2 key.
- c. Retype the correct choice into the New Text box.
- d. Retype the correct choice into the Old Text box.

**10. The easiest way to copy globals from one file to another in the same User Directory, you need to open the global table...**

- a. in second file, copy globals, then open global table in first file and Paste.
- b. click File, then Add Other Globals.
- c. and click on **Alt + v + g**.
- d. and hit **Alt + t + g**.

**11. To globally cap all the marked text in the New Text box, hit...**

- a. **F5 + F4**.
- b. **Alt + a**.
- c. **Ctrl + c**.
- d. **Alt + F5**.

**12. True or False? Once you have chosen to global a word or phrase, you cannot change that choice before hitting Enter.**

**13. When creating a global, the FS button...**

- a. inserts Field symbol.
- b. returns to former screen.
- c. displays list of format symbols.
- d. both a and c.

**14. When searching a global table, you may choose to search...**

- a. format symbols
- b. steno
- c. case sensitive
- d. all of the above

## LESSON 16 QUIZ

**1. Which three dictionaries are mostly/exclusively used by court reporters?**

- a. EZ Speakers
- b. Job
- c. Personal
- d. Realtime Commands
- e. Case
- f. Power Define

**2. Within a dictionary, the Used Date column displays the last time the entry was:**

- a. used in translation.
- b. Used in edit.
- c. D-defined.
- d. Globaled.

The following questions are related to *dictionary spell check options*:

**3. Match the function on the left with the option on the right:**

a. Spell checks words on either side of hyphen.		1. Strip possessives.
b. Ignores words containing upper and lower case letters.		2. Ignore mixed digits.
c. Skips acronyms.		3. Ignore single characters.
d. Skips combinations of letters and numbers.		4. Suggest split words.
e. Spell checks root word only.		5. Split hyphenated words.
f. Skips single letters.		6. Ignore all-capped words.
g. Offers suggestions for one-word entries.		7. Ignore mixed case.

**4. True or False? The difference between underlying steno and vertical notes is the underlying steno looks like a paper tape with each stroke on a separate line.**

**5. What key strokes do you use to undo a change you make in a dictionary?**

- a. Alt + u.
- b. F8 + r.
- c. Ctrl + z.
- d. Ctrl + u.

**6. True or False? It is not possible to filter entries in a job dictionary.**

**7. Within a User dictionary, match the following dictionary management commands to the functions on the right.**

a. Ctrl + I		1. Opens Update Area.
-------------	--	-----------------------

<b>b. Ctrl + e</b>		<b>2. Insert entry.</b>
<b>c. Ctrl + k</b>		<b>3. Opens Personal Dictionary.</b>
<b>d. Ctrl + m</b>		<b>4. Opens EZ Speakers Dictionary.</b>
<b>e. Ctrl + u</b>		<b>5. Opens Job Dictionary.</b>
<b>f. Ctrl + y</b>		<b>6. Open Case Dictionary.</b>
<b>g. Ctrl + j</b>		<b>7. Modify entry.</b>
<b>h. Ctrl + d</b>		<b>8. Filter entries.</b>

**8. Which are optional column headings in a dictionary?**

- a. Used date.
- b. Steno.
- c. Usage count.
- d. Text.
- e. Modified date.
- f. b, d, and e are correct.
- g. All of the above.

**9. True or False? A core list is spelling list, created from a dictionary, which contains English only.**

**10. True or False? A scopist can modify entries that will go into the reporter's Personal Dictionary.**

**12. What entries go into the Update Area?**

- a. All globals.
- b. J-Defines and D-defines.
- c. D-defines only.
- d. Personal Wordlist.

**13. If you choose Filter in an Update Area, it will display words...**

- a. used for numerals.
- b. used in phrases.
- c. in all caps.
- d. written in three strokes.
- e. all of the above.

**14. True or False? The following commands can be used when editing a dictionary: modify, delete, insert, cut, copy paste?**

**15. Of all the dictionary options, which one do you want to ensure you check before you start working with a new reporter?**

- a. Warn before deleting entries.
- b. Autocorrect misspellings.
- c. D-defines go to Update Area.
- d. Apply D-defines throughout file.

**16. If you wish to apply a global to a word, no matter how it's written, you should choose:**

- a. generate all possible misstrokes.
- b. E-global.
- c. D-global.
- d. a or b.

**17. True or False? You may copy a global table from one user to another.**

## LESSON 17 QUIZ

1. **True or False? Macros record keystrokes you enter after you hit “record.”**
2. **The RecordMacro dropdown menu contains which buttons?**
  - a. Record, Playback Macro, Play Last Macro
  - b. Record, Stop, Playback Macro
  - c. Record, Pause, Stop
  - d. Record, Stop, Play Last Macro
3. **The keyboard commands to begin recording a macro are:**
  - a. **Alt + m + r.**
  - b. **Alt + t + m + r.**
  - c. **Alt + r + m + c.**
  - d. **Alt + e + m + r.**
4. **True or False? When you click the Save button, macros will stop recording.**
5. **When you double-click on a macro, the first line displays...**
  - a. the list of commands you have recorded.
  - b. the name of the macro.
  - c. the first choice of a list of functions.
  - d. the pathway to the macro.
6. **True or False? At the bottom of the Macro dialog box, you should choose Show Case CATalyst Functions.**
7. **True or False? If you make an error in recording an EZKey, you can edit the commands rather than having to start over.**
8. **What are the keyboard commands for opening the number conversion function?**
  - a. **Ctrl + No.**
  - b. **Alt + u.**
  - c. **Ctrl + u.**
  - d. **Alt + v.**
9. **The phone number conversion tool displays phone numbers as...**
  - a. 212.678.2145
  - b. 212-678-2145
  - c. 212.678-2145
  - d. (212) 678-2145
10. **True or False? The following are number conversion functions:**
  - a. social security number
  - b. phone number
  - c. date with dashes

- d. date with slashes
- e. birthday
- f. dollars and 00 cents
- h. serial number
- i. ordinal number
- j. ordinal words
- k. plain number
- l. license number
- m. uncapped words

**11. True or False?** Think of macros as files containing a series of commands, and keyboard charts as the activation keys.

**12. When you view a macro, the dialog box to the left...**

- a. allows you to add key combinations.
- b. shows details of your keystrokes.
- c. gives suggestions for macros.
- d. shows the commands you have recorded.

**LESSON 18 QUIZ:**

- 1. True or False? CC comes with one preprogrammed keyboard map created by Stenograph?**
- 2. What subfiles are not visible until you first use them?**
  - a. Personal Wordlist.
  - b. Xtra Global Table.
  - c. Ignore Wordlist.
  - d. Number Conversion.
  - e. Default Keyboard Map.
  - f. Personal Globals.
- 3. True or False? When you receive a file in a certain format from a reporter, it cannot be changed.**
- 4. What are the keyboard commands for creating a new header from within a file?**
  - a. Alt + h.
  - b. Ctrl + h.
  - c. Alt + s + h.
  - d. Ctrl + e + h.
- 5. To use the copy, paste, cut, and other commands, you must first depress the \_\_\_\_\_ key.**
  - a. Ctrl.
  - b. Alt.
  - c. F4.
  - d. Shift.
- 6. The option that is usually open on every key in the Keyboard Map is...**
  - a. Shift
  - b. Ctrl + Shift
  - c. Ctrl
  - d. Alt + Ctrl
- 7. The keys that can be set up in a Keyboard Map are called \_\_\_\_\_ keys.**
  - a. programmable.
  - b. function.
  - c. activation.
  - d. initiation.
- 8. Give examples of “flag” macros you can set up for your clients:**
  - a. ^ CK
  - b. ^ SP
  - c. ^ PUNCT
  - d. all of the above.

**9. What is a concordance index? A list of...**

- a. almost every word used in a file.
- b. every word the reporter chooses.
- c. every word the attorneys choose.
- d. preprogrammed legal terms used in a file.

**10. True or False? It is not possible to include format symbols in macros.**

**11. True or False? You must create a keyboard map to choose activation keys for your macros.**

## LESSON 19 QUIZ KEY

- 1. What format symbol do you need to insert in your index layout to make page numbers display in the correct place?**
  - a. Margin justification.
  - b. Page number alignment.
  - c. Column adjustment.
  - d. Row properties.
  
- 2. What is the most important thing to remember when setting up your index layout?**
  - a. Margin adjustments.
  - b. Index format symbols.
  - c. Exhibit descriptions column.
  - d. Examination column.
  
- 3. What are the index symbols you need to place in your Examination row if there is no exhibit description?**
  - a. Index Header on, Index On.
  - b. Index Header, Index Page.
  - c. Index On, Index Page.
  - d. Index Position
  
- 4. What are the keyboard commands to insert a hidden text?**
  - a. **Ctrl + i + h**
  - b. **Alt + e + i + h**
  - c. **F4 + i + h**
  - d. **Ctrl + s + i + h**
  
- 5. In order for your hidden text exhibit description to appear in the index, you must insert what symbols?**
  - a. Index Heading On/Index Heading Off
  - b. Exhibit Description On/Exhibit Description Off
  - c. Index Position On/Index Position Off
  - d. Index On/Index Off
  
- 6. Which toolbar contains the margin justification symbols?**
  - a. Special Edit.
  - b. Tools.
  - c. Edit.
  - d. Format.
  
- 7. What are the keyboard commands for building an index?**
  - a. **Ctrl + i + i + p**
  - b. **Alt + t + n + b**
  - c. **F4 + b + i + x**

d. Alt + b + x

8. True or False? Sometimes there is no keyboard command to insert a format symbol.

9. To make the index build on a specific page, you must insert a/an \_\_\_\_\_ symbol.

- a. Index placeholder.
- b. Hidden text.
- c. Index position.
- d. Page marker.

10. True or False? If you do not put in an Index Position format symbol, the index will not build.