



ANS: T

4. You can center align a paragraph so that both the left and right edges of the paragraph are flush with the left and right margins. \_\_\_\_\_

ANS: F, justify

5. Use a negative indent if you want the subsequent lines of a paragraph to be indented more than the first line. \_\_\_\_\_

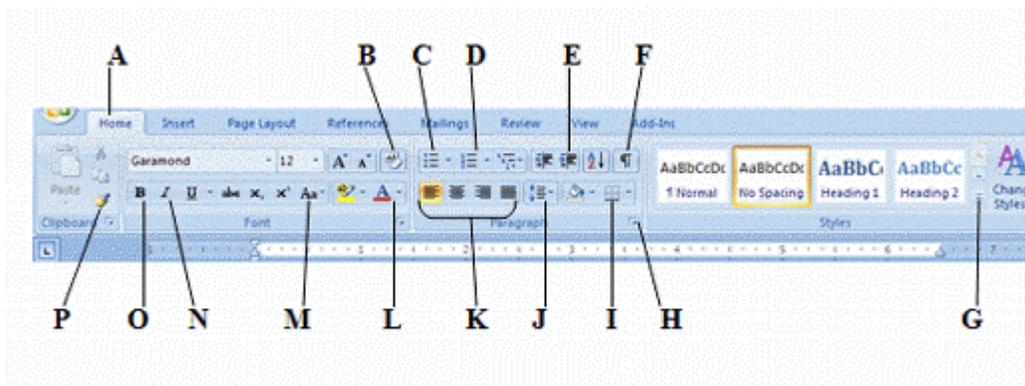
ANS: T, hanging

## MULTIPLE CHOICE

- Which tool would you use to change the format of text to 20 points?
  - Font list arrow
  - Font size list arrow
  - Font color list arrow
  - Style list arrow
- To change the formatting of text from Courier to Tahoma, which tool would you use?
  - Font Size list arrow
  - Font Color list arrow
  - Font Style list arrow
  - Font list arrow
- Which command would you use to quickly format 20 point Comic Sans text to the default format?
  - Clear Formatting command in the Font group on the Home tab
  - Font command in the Font group on the Home tab
  - Undo command on the Quick Access toolbar
  - Replace command on the Quick Access toolbar
- Bold and italics are examples of what?
  - Fonts
  - Font styles
  - Font effects
  - Character-spacing effects
- Small caps and Superscript are examples of what?
  - Serif fonts
  - Font styles
  - Font effects
  - Sans serif fonts
- Which of the following formats can be changed using the Character Spacing tab in the Font dialog box?
  - Character scale
  - Character effects
  - Character style
  - Character size
- Which sequence of steps would you perform to narrow the width of characters in selected text?
  - Click the launcher in the Font group, then select a scale option on the Character Spacing tab.
  - Click the launcher in the Font group, then select a font effect on the Font tab.
  - Click the launcher in the Paragraph group, then change the before and after spacing on the Indents and Spacing tab.
  - Click the Change Case button in the Font group, then select a case style.
- In which group do you find the command to underline selected text?
  - Paragraph
  - Styles
  - Font
  - Format

1. Samantha Johnson Pierce
2. **Samantha Johnson Pierce**
3. Samantha Johnson Pierce
4. *Samantha Johnson Pierce*
5. SAMANTHA JOHNSON PIERCE

9. In the figure above, name 1 is best described as what?
  - a. Bold text
  - b. Italic text
  - c. Times New Roman
  - d. **Sans Serif font**
10. In the figure above, which number shows a name formatted with a font effect?
  - a. 2
  - b. 3
  - c. 4
  - d. **5**
11. In the figure above, which number shows an example of a name formatted as bold text?
  - a. 1
  - b. **2**
  - c. 4
  - d. 5
12. In the figure above, name 4 is best described as what?
  - a. Bold
  - b. **Italic**
  - c. Arial
  - d. Sans Serif
13. In the figure above, name 5 is best described as what?
  - a. Small Caps
  - b. **All Caps**
  - c. Superscript
  - d. Subscript
14. In which group do you find the command used to change the line spacing in a document?
  - a. Font
  - b. **Paragraph**
  - c. Borders and Shading
  - d. Style
15. Which feature allows you to copy multiple format settings at once?
  - a. **Format Painter**
  - b. Reveal Formatting
  - c. Borders and Shading
  - d. Click and Type

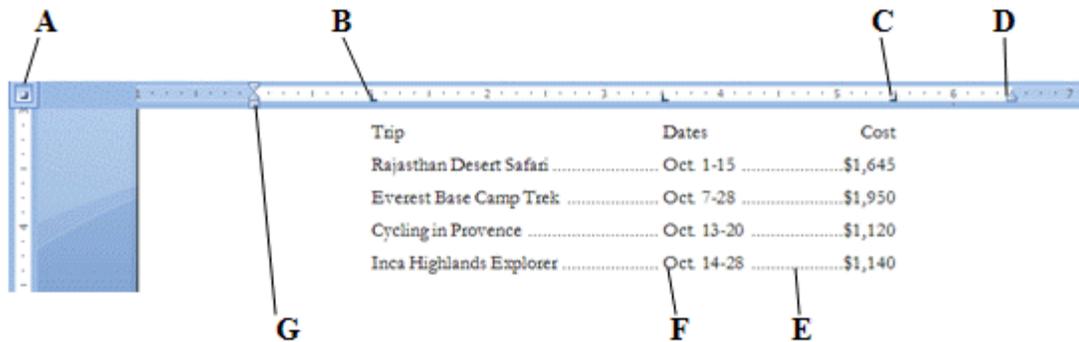


16. In the figure above, which button is used to change line spacing?  
a. **J** c. K  
b. E d. B
17. In the figure above, which button is used to change the color of text?  
a. O c. **L**  
b. N d. M
18. Which of the following formats cannot be changed using the Paragraph dialog box?  
a. Indents c. **Style**  
b. Line Spacing d. Alignment
19. What is the alignment of text that is positioned evenly between both margins?  
a. Justified c. Left-aligned  
b. **Centered** d. Right-aligned
20. What is the alignment of text that is flush with the left margin and has a ragged right edge?  
a. Justified c. **Left-aligned**  
b. Centered d. Right-aligned
21. What is the default distance between tab stops?  
a. One inch c. 24 points  
b. **One-half inch** d. 48 points
22. How do you open the Tabs dialog box?  
a. Double-click a tab stop on the ruler  
b. Click the launcher in the Paragraph group, then click Tabs  
c. Click the Tabs button in the View group  
d. **Both A and B**
23. What do the indent markers on the horizontal ruler always indicate?  
a. **The indent settings for the active paragraph**  
b. The default indent settings  
c. The left and right margins  
d. The alignment of the active paragraph
24. By default, pressing [Tab] indents the first line of a paragraph by how much?  
a. One-quarter inch c. Three-quarters of an inch  
b. **One-half inch** d. One inch
25. What happens when you click a number in a numbered list?  
a. Only that number is selected.  
b. The insertion point is placed to the right of the number.  
c. **All the numbers in the list are selected.**  
d. You can't click a number in a numbered list.
26. How do you remove bullets from a bulleted list?  
a. Select each bullet, then press [Delete].  
b. Use the [Backspace] key to remove each bullet.  
c. Select the list, then change the bullet character.  
d. **Select the list, then click the Bullets button.**

27. Which button is used to demote items in an outline numbered list?
- Numbering
  - Bullets
  - Increase Indent**
  - Decrease Indent
28. Which of the following is not a format option for borders?
- Line style
  - Shading**
  - Color
  - Width
29. Which of the following is not true of shading?
- Shading can be a color.
  - Shading does not print.**
  - Shading can be a pattern.
  - Shading can be applied to words or paragraphs.
30. What is the default format for text in a Word 2007 document?
- 12 point Times New Roman
  - 11 point Calibri**
  - 11 point Arial
  - 12 point Garamond

## MATCHING

Match each letter with the label that best describes it.



- Right tab stop
- Left tab stop
- Tab Indicator
- Tab leader
- Left indent marker
- Text aligned with left tab stop
- Right indent marker

- |           |        |              |
|-----------|--------|--------------|
| 1. ANS: C | PTS: 1 | REF: Word 59 |
| 2. ANS: B | PTS: 1 | REF: Word 59 |
| 3. ANS: A | PTS: 1 | REF: Word 59 |
| 4. ANS: E | PTS: 1 | REF: Word 59 |
| 5. ANS: G | PTS: 1 | REF: Word 61 |
| 6. ANS: F | PTS: 1 | REF: Word 59 |
| 7. ANS: D | PTS: 1 | REF: Word 61 |