

Skills for Success with Microsoft Office 2010 Volume 1, 2e (Townsend)
Word Chapter 2: Format and Organize Text

Chapter Questions

1) The spaces between the text and the top, bottom, left, and right edges of the paper are the _____.

- A) indents.
- B) justifications.
- C) margins.
- D) alignments.

Answer: C

Diff: 1

Skill: Word Chapter 2, Skill 1: Set Document Margins

2) The Margins button is found on the _____ group under the Page Layout tab.

- A) Page Background
- B) Theme
- C) Page Setup
- D) Paragraph

Answer: C

Diff: 3

Skill: Word Chapter 2, Skill 1: Set Document Margins

3) Margins can be set by either typing in the desired value or using the _____.

- A) align menu.
- B) spin arrows.
- C) vertical scroll bar.
- D) horizontal scroll bar.

Answer: B

Diff: 2

Skill: Word Chapter 2, Skill 1: Set Document Margins

4) A document printed using _____ orientation is taller than it is wide.

- A) landscape
- B) portrait
- C) paragraph
- D) justified

Answer: B

Diff: 2

Skill: Word Chapter 2, Skill 1: Set Document Margins

5) Using _____ orientation causes the document to have a page width greater than its page height.

- A) landscape
- B) portrait
- C) paragraph
- D) justified

Answer: A

Diff: 2

Skill: Word Chapter 2, Skill 1: Set Document Margins

6) _____ are the positions of paragraph lines in relation to the page margin.

- A) Alignments
- B) Justifications
- C) Line spacings
- D) Indents

Answer: D

Diff: 1

Skill: Word Chapter 2, Skill 2: Align Text and Set Indents

7) The orientation of the left or right edges of the paragraph, in relation to the left or right margin is called:

- A) landscape orientation.
- B) portrait orientation.
- C) horizontal alignment.
- D) spacing.

Answer: C

Diff: 2

Skill: Word Chapter 2, Skill 2: Align Text and Set Indents

8) Paragraphs who have their text aligned flush with both the left and right margin are said to be _____.

- A) centered.
- B) spaced.
- C) justified.
- D) aligned right.

Answer: C

Diff: 2

Skill: Word Chapter 2, Skill 2: Align Text and Set Indents

9) The _____ is the location of the beginning of the first line of the paragraph in relationship with the left edge of the remainder of the paragraph.

- A) top line justification
- B) first line justification
- C) paragraph justification
- D) first line indent

Answer: D

Diff: 2

Skill: Word Chapter 2, Skill 2: Align Text and Set Indents

10) The vertical distance between lines of text in a paragraph is called:

- A) line spacing.
- B) paragraph spacing.
- C) indentation.
- D) justification.

Answer: A

Diff: 2

Skill: Word Chapter 2, Skill 3: Modify Line and Paragraph Spacing

11) _____ spacing is the vertical distance above and below each paragraph.

- A) Line
- B) Paragraph
- C) Indention
- D) Justification

Answer: B

Diff: 1

Skill: Word Chapter 2, Skill 3: Modify Line and Paragraph Spacing

12) Inserting a(n) _____ break into a paragraph moves the remainder of the paragraph to the next line while keeping both lines in the current paragraph.

- A) manual paragraph
- B) manual page
- C) automatic page
- D) manual line

Answer: D

Diff: 2

Skill: Word Chapter 2, Skill 3: Modify Line and Paragraph Spacing

13) To insert a manual line break, you press:

- A) [SHIFT] + [ENTER]
- B) [CTRL] + [ENTER]
- C) [SHIFT] + [CTRL]
- D) [ALT] + [ENTER]

Answer: A

Diff: 2

Skill: Word Chapter 2, Skill 3: Modify Line and Paragraph Spacing

14) A manual page break is inserted into the document by pressing:

- A) [SHIFT] + [ENTER]
- B) [CTRL] + [ENTER]
- C) [SHIFT] + [CTRL]
- D) [ALT] + [ENTER]

Answer: B

Diff: 2

Skill: Word Chapter 2, Skill 3: Modify Line and Paragraph Spacing

15) Inserting a _____ break moves the text that follows it to the next page.

- A) manual paragraph break
- B) manual page
- C) manual line
- D) justification

Answer: B

Diff: 2

Skill: Word Chapter 2, Skill 3: Modify Line and Paragraph Spacing

16) Double-spacing is accomplished by setting line spacing to:

- A) 1.0
- B) 1.5
- C) 2.0
- D) 4.0

Answer: C

Diff: 1

Skill: Word Chapter 2, Skill 3: Modify Line and Paragraph Spacing

17) _____ means that no extra space is added between lines of text.

- A) Justification
- B) Indentation
- C) Single-spacing
- D) Double-spacing

Answer: C

Diff: 1

Skill: Word Chapter 2, Skill 3: Modify Line and Paragraph Spacing

18) The _____ can be used to quickly copy formatting from one place to another.

- A) Find and Replace button
- B) Copy and Paste button
- C) Text Painter
- D) Format Painter

Answer: D

Diff: 2

Skill: Word Chapter 2, Skill 4: Format Text Using Format Painter

19) On the Home tab, the Format Painter is found under the _____ group.

- A) Font
- B) Paragraph
- C) Editing
- D) Clipboard

Answer: D

Diff: 3

Skill: Word Chapter 2, Skill 4: Format Text Using Format Painter

20) The Find button is found in the _____ group, under the Home tab.

- A) Font
- B) Paragraph
- C) Editing
- D) Clipboard

Answer: C

Diff: 3

Skill: Word Chapter 2, Skill 5: Find and Replace Text

21) The results of doing a Find are displayed in the _____.

- A) Find Pane
- B) Review Pane
- C) Locate Pane
- D) Navigation Pane

Answer: D

Diff: 2

Skill: Word Chapter 2, Skill 5: Find and Replace Text

22) The _____ command is used to quickly locate a word or phrase within a document.

- A) Find
- B) Locate
- C) Look
- D) Scan

Answer: A

Diff: 1

Skill: Word Chapter 2, Skill 5: Find and Replace Text

23) The _____ command allows the user to find, and then substitute, word or phrases within the document.

- A) Search
- B) Replace
- C) Substitute
- D) Scan

Answer: B

Diff: 1

Skill: Word Chapter 2, Skill 5: Find and Replace Text

24) When using Find, you type the word or phrase you are trying to find into the _____.

- A) Navigation Pane Search box
- B) Open dialog box
- C) Locate Pane dialog box
- D) Clipboard

Answer: A

Diff: 3

Skill: Word Chapter 2, Skill 5: Find and Replace Text

25) You use the _____ to peruse the Navigation pane and view the results of the Find command.

- A) vertical scroll bar
- B) horizontal scroll bar
- C) down spin arrow
- D) up spin arrow

Answer: A

Diff: 2

Skill: Word Chapter 2, Skill 5: Find and Replace Text

26) A _____ list is a list of items with each term introduced by a symbol.

- A) sorted
- B) numbered
- C) bulleted
- D) justified

Answer: C

Diff: 1

Skill: Word Chapter 2, Skill 6: Create Bulleted and Numbered Lists

27) A _____ list is a list of items introduced in a way to indicate definite steps, a sequence of actions, or chronological order.

- A) sorted
- B) numbered
- C) bulleted
- D) justified

Answer: B

Diff: 2

Skill: Word Chapter 2, Skill 6: Create Bulleted and Numbered Lists

28) The Bullets button is found under the _____ group on the Home tab.

- A) Paragraph
- B) Styles
- C) Editing
- D) Clipboard

Answer: A

Diff: 3

Skill: Word Chapter 2, Skill 6: Create Bulleted and Numbered Lists

29) If you want the date and time placed in a header or footer to be updated every time the document is opened, you must make sure the _____ check box is on.

- A) Set clock
- B) Update clock
- C) Update Calendar
- D) Update automatically

Answer: D

Diff: 3

Skill: Word Chapter 2, Skill 7: Insert and Format Headers and Footers

30) The Headers & Footers group is found on the _____ tab of the Ribbon.

- A) Page Layout
- B) Home
- C) Insert
- D) References

Answer: C

Diff: 3

Skill: Word Chapter 2, Skill 7: Insert and Format Headers and Footers

31) A(n) _____ is a reference placed at the bottom of the page.

- A) endnote
- B) footnote
- C) citation
- D) bibliography

Answer: B

Diff: 2

Skill: Word Chapter 2, Skill 8: Insert and Modify Footnotes

32) A(n) _____ is a reference placed at the end of a section or a document.

- A) endnote
- B) footnote
- C) citation
- D) bibliography

Answer: A

Diff: 2

Skill: Word Chapter 2, Skill 8: Insert and Modify Footnotes

33) The Footnotes group is located under the _____ tab of the Ribbon.

- A) Insert
- B) References
- C) Review
- D) Page Layout

Answer: B

Diff: 3

Skill: Word Chapter 2, Skill 8: Insert and Modify Footnotes

34) A(n) _____ is a note in the document that refers the reader to a source in the bibliography.

- A) report
- B) bulletin
- C) citation
- D) endnote

Answer: C

Diff: 2

Skill: Word Chapter 2, Skill 9: Add Citations

35) A(n) _____ is a list of sources referenced in a report, and is listed on a separate page at the end of the report.

- A) citation
- B) footnote
- C) endnote
- D) bibliography

Answer: D

Diff: 2

Skill: Word Chapter 2, Skill 10: Create Bibliographies

36) A _____ indent is where the first line of the paragraph extends to the left of the rest of the paragraph.

- A) hanging
- B) justified
- C) landscape
- D) portrait

Answer: A

Diff: 2

Skill: Word Chapter 2, Skill 10: Create Bibliographies

37) The Citations and Bibliographies group is found under the Ribbon's _____ tab.

- A) Page Layout
- B) References
- C) Insert
- D) File

Answer: B

Diff: 3

Skill: Word Chapter 2, Skill 10: Create Bibliographies

38) The Word feature _____ would automatically correct the word entered as *teh* to *the*.

- A) Spell Check
- B) AutoCorrect
- C) AutoFix
- D) AutoFormat

Answer: B

Diff: 2

Skill: Word Chapter 2, More Skills 11: Record AutoCorrect Entries

39) _____ can be used to create shortcuts for commonly used phrases.

- A) Spell check
- B) Grammar check
- C) Live Preview
- D) AutoCorrect

Answer: D

Diff: 2

Skill: Word Chapter 2, More Skills 11: Record AutoCorrect Entries

40) The _____ feature in Word allows you to start typing a numbered list and the program will automatically add numbers and formatting to the list as you type.

- A) Live Preview
- B) Print Preview
- C) List Preview
- D) AutoFormat

Answer: D

Diff: 2

Skill: Word Chapter 2, More Skills 12: Use AutoFormat to Create Numbered Lists

41) Choosing _____ from the shortcut menu allows the user to have a second list, separated by text from the first list, pick up the numbering of the first list.

- A) More Numbers
- B) Increase Numbering
- C) Continue Numbering
- D) Additional Numbering

Answer: C

Diff: 3

Skill: Word Chapter 2, More Skills 13: Format and Customize Lists

42) If you increase the indentation of an item in a list, you move it to another _____.

- A) column.
- B) row.
- C) tier.
- D) level.

Answer: D

Diff: 2

Skill: Word Chapter 2, More Skills 13: Format and Customize Lists

43) Information about a document such as the name of the document author, the file name, and key-words are called document _____.

- A) memos.
- B) notes.
- C) properties.
- D) citations.

Answer: C

Diff: 2

Skill: Word Chapter 2, More Skills 14: Manage Document Properties

44) You add properties, or property information, and view or update existing document properties in the _____.

- A) Permissions area
- B) Save As dialog box
- C) Open dialog box
- D) Document Information Panel

Answer: D

Diff: 2

Skill: Word Chapter 2, More Skills 14: Manage Document Properties

45) Document properties are displayed on the _____ page of the Backstage view.

- A) Share
- B) Info
- C) Help
- D) Print

Answer: B

Diff: 2

Skill: Word Chapter 2, More Skills 14: Manage Document Properties

46) The spaces between text and the top, bottom, left, and right edges of the paper are called _____.

Answer: margins

Diff: 2

Skill: Word Chapter 2, Skill 1: Set Document Margins

47) Documents printed using _____ orientation are taller than they are wide.

Answer: portrait

Diff: 2

Skill: Word Chapter 2, Skill 1: Set Document Margins

48) The page orientation in which the page width is greater than the page height is called _____.

Answer: landscape

Diff: 2

Skill: Word Chapter 2, Skill 1: Set Document Margins

49) A(n) _____ is the position of a paragraph line in relation to the page margin.

Answer: indent

Diff: 2

Skill: Word Chapter 2, Skill 2: Align Text and Set Indents

50) A paragraph's _____ alignment is the orientation of the left and right edges of the paragraph to the margins.

Answer: horizontal

Diff: 2

Skill: Word Chapter 2, Skill 2: Align Text and Set Indents

51) If the text of a paragraph is aligned flush with both the left and right margins, the paragraph is said to be _____.

Answer: justified

Diff: 2

Skill: Word Chapter 2, Skill 2: Align Text and Set Indents

52) The first line _____ is the location of the beginning of the first line of the paragraph in relationship with the left edge of the rest of the paragraph.

Answer: indent

Diff: 2

Skill: Word Chapter 2, Skill 2: Align Text and Set Indents

53) The vertical distance between lines in a paragraph is called _____ spacing.

Answer: line

Diff: 2

Skill: Word Chapter 2, Skill 3: Modify Line and Paragraph Spacing

54) The vertical distance above and below each paragraph is called _____ spacing.

Answer: paragraph

Diff: 2

Skill: Word Chapter 2, Skill 3: Modify Line and Paragraph Spacing

55) If a document is typed using _____-spacing, the equivalent of a blank line of text displays between each line of text.

Answer: double

Diff: 2

Skill: Word Chapter 2, Skill 3: Modify Line and Paragraph Spacing

56) To quickly copy the text formatting from one place to another, use the _____ Painter.

Answer: Format

Diff: 2

Skill: Word Chapter 2, Skill 4: Format Text Using Format Painter

57) The _____ command can be used to locate a word or phrase within a document.

Answer: Find

Diff: 2

Skill: Word Chapter 2, Skill 5: Find and Replace Text

58) A(n) _____ list introduces each item in the list with a symbol such as a small circle or a check mark.

Answer: bulleted

Diff: 2

Skill: Word Chapter 2, Skill 6: Create Bulleted and Numbered Lists

59) A(n) _____ list is used when the items in the list represent a series of definite steps.

Answer: numbered

Diff: 1

Skill: Word Chapter 2, Skill 6: Create Bulleted and Numbered Lists

60) Headers and footers can contain _____, where file names and the current date can be shown.

Answer: fields

Diff: 2

Skill: Word Chapter 2, Skill 7: Insert and Format Headers and Footers

61) A reference placed at the bottom of the page is called a(n) _____.

Answer: footnote

Diff: 2

Skill: Word Chapter 2, Skill 8: Insert and Modify Footnotes

62) A(n) _____ is a reference placed at the end of a section or document.

Answer: endnote

Diff: 2

Skill: Word Chapter 2, Skill 8: Insert and Modify Footnotes

63) A(n) _____ is a note in the document that refers the reader to a source in the bibliography.

Answer: citation

Diff: 2

Skill: Word Chapter 2, Skill 9: Add Citations

64) A(n) _____ is a list of sources referenced in a report and is listed on a separate page at the end of the report.

Answer: bibliography

Diff: 2

Skill: Word Chapter 2, Skill 10: Create Bibliographies

65) A _____ indent is where the first line of the paragraph extends to the left of the rest of the paragraph.

Answer: hanging

Diff: 2

Skill: Word Chapter 2, Skill 10: Create Bibliographies

66) The _____ Correct feature in Word corrects common spelling errors as the user types.

Answer: Auto

Diff: 2

Skill: Word Chapter 2, More Skills 11: Record AutoCorrect Entries

67) From the _____ Correct Options menu, the user can turn automatic numbering off.

Answer: Auto

Diff: 2

Skill: Word Chapter 2, More Skills 12: Use AutoFormat to Create Numbered Lists

68) Increasing the _____ of a list, causes the list to move to the right.

Answer: indent

Diff: 2

Skill: Word Chapter 2, More Skills 13: Format and Customize Lists

69) Information about a document such as the name of the author of the document, the file name, and key words are examples of the document _____.

Answer: properties

Diff: 2

Skill: Word Chapter 2, More Skills 14: Manage Document Properties

70) The Document _____ Panel is where the user can add properties or property information and view and update existing document properties.

Answer: Information

Diff: 2

Skill: Word Chapter 2, More Skills 14: Manage Document Properties

71) The left and right margins must be adjusted simultaneously.

Answer: FALSE

Diff: 3

Skill: Word Chapter 2, Skill 1: Set Document Margins

72) The top and bottom margins can be adjusted separately.

Answer: TRUE

Diff: 3

Skill: Word Chapter 2, Skill 1: Set Document Margins

73) All of the formatting options found in the Page Setup dialog box are also available on the Ribbon.

Answer: FALSE

Diff: 3

Skill: Word Chapter 2, Skill 1: Set Document Margins

74) Portrait orientation means that the printed page is wider than it is tall.

Answer: FALSE

Diff: 2

Skill: Word Chapter 2, Skill 1: Set Document Margins

75) To align a single paragraph, you must first use the mouse to highlight all of the words in the paragraph.

Answer: FALSE

Diff: 3

Skill: Word Chapter 2, Skill 2: Align Text and Set Indents

76) If line spacing is set to 2.0, the equivalent of a blank line of text will appear between each line of text.

Answer: TRUE

Diff: 3

Skill: Word Chapter 2, Skill 3: Modify Line and Paragraph Spacing

77) Text with line spacing set to 1.0 is easier to read than text with line spacing set to 1.5.

Answer: FALSE

Diff: 3

Skill: Word Chapter 2, Skill 3: Modify Line and Paragraph Spacing

78) Text formatting can be copied quickly from one place to another using the Format Painter.

Answer: TRUE

Diff: 2

Skill: Word Chapter 2, Skill 4: Format Text Using Format Painter

79) Double-clicking on the Format Painter allows the user to use it on multiple items.

Answer: TRUE

Diff: 3

Skill: Word Chapter 2, Skill 4: Format Text Using Format Painter

80) The Find command will not locate your search string if it is part of another word in the document.

Answer: FALSE

Diff: 3

Skill: Word Chapter 2, Skill 5: Find and Replace Text

81) A bulleted list is the best way to indicate chronological order.

Answer: FALSE

Diff: 3

Skill: Word Chapter 2, Skill 6: Create Bulleted and Numbered Lists

82) Dragging text treats the text as if it had been cut and pasted.

Answer: TRUE

Diff: 3

Skill: Word Chapter 2, Skill 6: Create Bulleted and Numbered Lists

83) A footer can be set to show on every page of the document except the first page.

Answer: TRUE

Diff: 3

Skill: Word Chapter 2, Skill 7: Insert and Format Headers and Footers

84) Graphics can not be placed in the header of a document.

Answer: FALSE

Diff: 3

Skill: Word Chapter 2, Skill 7: Insert and Format Headers and Footers

85) You can insert the date and time into a document's footer and have the date and time updated every time the document is opened.

Answer: TRUE

Diff: 3

Skill: Word Chapter 2, Skill 7: Insert and Format Headers and Footers

86) When a footnote is entered into a document, a line is automatically inserted to separate the footnote area from the document text.

Answer: TRUE

Diff: 2

Skill: Word Chapter 2, Skill 8: Insert and Modify Footnotes

87) Footnotes are placed in a section at the end of the document.

Answer: FALSE

Diff: 2

Skill: Word Chapter 2, Skill 8: Insert and Modify Footnotes

88) The Footnote and Endnote dialog box provides a way for the user to change footnotes to endnotes.

Answer: TRUE

Diff: 3

Skill: Word Chapter 2, Skill 8: Insert and Modify Footnotes

89) Footnotes in a Word document can only be labeled with numbers.

Answer: FALSE

Diff: 3

Skill: Word Chapter 2, Skill 8: Insert and Modify Footnotes

90) A citation is a note in the document that refers the reader to a source in the bibliography.

Answer: TRUE

Diff: 2

Skill: Word Chapter 2, Skill 9: Add Citations

91) In a hanging indent, the first line of the paragraph is indented farther to the right than the rest of the paragraph.

Answer: FALSE

Diff: 2

Skill: Word Chapter 2, Skill 10: Create Bibliographies

92) AutoCorrect can be used to create shortcuts for commonly used phrases.

Answer: TRUE

Diff: 2

Skill: Word Chapter 2, More Skills 11: Record AutoCorrect Entries

93) Existing text in a document can not be converted to a numbered list.

Answer: FALSE

Diff: 2

Skill: Word Chapter 2, More Skills 12: Use AutoFormat to Create Numbered Lists

94) Continuous numbering cannot continue from one list to a second list if there is other text between the lists.

Answer: FALSE

Diff: 3

Skill: Word Chapter 2, More Skills 13: Format and Customize Lists

95) Document properties for all Word files on a computer are stored in one special document.

Answer: FALSE

Diff: 3

Skill: Word Chapter 2, More Skills 14: Manage Document Properties

Match the following terms to their meanings:

- A) Printed page is wider than it is tall.
- B) A reference placed at the bottom of the page.
- C) Automatically adds numbers and formatting to a list as you type.
- D) Copies text formatting from one place to another.
- E) The position of paragraph lines in relation to the page margins.
- F) The equivalent of a blank line displays between each line of text.
- G) A list of items each of which are introduced by a symbol.
- H) The location of the beginning of the first line of a paragraph.
- I) Vertical distance between lines in a paragraph.
- J) Automatically discovers and replaces misspelled words with the correct words.
- K) The spaces between the text and the top, bottom, left and right edges of the paper.
- L) A break that moves the remainder of the paragraph to a new line.
- M) A list of sources referenced in a report.
- N) A note in a document that refers the reader to a source.
- O) No extra space is added between lines of text.
- P) Vertical distance above and below each paragraph
- Q) The first line of the paragraph extends to the left past the other lines of the paragraph.
- R) The vertical distance between lines in a paragraph
- S) A reference placed at the end of a section or document.
- T) Orientation of the left or right edges of the paragraph
- U) Paragraph text is aligned flush with both the left and right margins
- V) A break that moves the the text following it to a new page.
- W) Printed page is taller than it is wide.
- X) Can contain fields for file names and the current date.
- Y) A list of items each of which are introduced by a number.

96) Footnote

Diff: 2

Skill: Word Chapter 2, Skill 8: Insert and Modify Footnotes

97) Bibliography

Diff: 2

Skill: Word Chapter 2, Skill 10: Create Bibliographies

98) Citation

Diff: 2

Skill: Word Chapter 2, Skill 9: Add Citations

99) Endnote

Diff: 2

Skill: Word Chapter 2, Skill 8: Insert and Modify Footnotes

100) Headers and footers

Diff: 2

Skill: Word Chapter 2, Skill 7: Insert and Format Headers and Footers

101) Bulleted list

Diff: 2

Skill: Word Chapter 2, Skill 6: Create Bulleted and Numbered Lists

102) Numbered list

Diff: 2

Skill: Word Chapter 2, Skill 6: Create Bulleted and Numbered Lists

103) First line indent

Diff: 2

Skill: Word Chapter 2, Skill 2: Align Text and Set Indents

104) Hanging indent

Diff: 2

Skill: Word Chapter 2, Skill 10: Create Bibliographies

105) Line spacing

Diff: 2

Skill: Word Chapter 2, Skill 3: Modify Line and Paragraph Spacing

106) Margins

Diff: 2

Skill: Word Chapter 2, Skill 1: Set Document Margins

107) Manual line break

Diff: 2

Skill: Word Chapter 2, Skill 3: Modify Line and Paragraph Spacing

108) Manual page break

Diff: 2

Skill: Word Chapter 2, Skill 3: Modify Line and Paragraph Spacing

109) Line spacing

Diff: 2

Skill: Word Chapter 2, Skill 3: Modify Line and Paragraph Spacing

110) Paragraph spacing

Diff: 2

Skill: Word Chapter 2, Skill 3: Modify Line and Paragraph Spacing

111) Format Painter

Diff: 2

Skill: Word Chapter 2, Skill 4: Format Text Using Format Painter

112) AutoFormat

Diff: 2

Skill: Word Chapter 2, More Skills 12: Use AutoFormat to Create Numbered Lists

113) AutoCorrect

Diff: 2

Skill: Word Chapter 2, More Skills 11: Record AutoCorrect Entries

114) Portrait orientation

Diff: 1

Skill: Word Chapter 2, Skill 1: Set Document Margins

115) Landscape orientation

Diff: 2

Skill: Word Chapter 2, Skill 1: Set Document Margins

116) Double-spacing

Diff: 2

Skill: Word Chapter 2, Skill 3: Modify Line and Paragraph Spacing

117) Single-spacing

Diff: 2

Skill: Word Chapter 2, Skill 3: Modify Line and Paragraph Spacing

118) Indents

Diff: 2

Skill: Word Chapter 2, Skill 2: Align Text and Set Indents

119) Horizontal alignment

Diff: 2

Skill: Word Chapter 2, Skill 2: Align Text and Set Indents

120) Justified

Diff: 2

Skill: Word Chapter 2, Skill 2: Align Text and Set Indents

Answers: 96) B 97) M 98) N 99) S 100) X 101) G 102) Y 103) H 104) Q 105) R 106) K
107) L 108) V 109) I 110) P 111) D 112) C 113) J 114) W 115) A 116) F 117) O 118) E
119) T 120) U

End of Chapter Questions

1)

- ___ 1. The space between the text and the top, bottom, left, and right edges of the paper when you print the document.
- ___ 2. The position of the first line of a paragraph relative to the text in the rest of the paragraph.
- ___ 3. The equivalent of a blank line of text displayed between each line of text in a paragraph.
- ___ 4. The vertical distance above and below each paragraph in a document.
- ___ 5. A command that copies formatting from one place to another.
- ___ 6. The command that locates text in a document.
- ___ 7. The type of list used for items that are in chronological or sequential order.
- ___ 8. A reference added to the end of a section or document.
- ___ 9. A list of sources displayed on a separate page at the end of a report.
- ___ 10. The command used to display changes made in the Source Manager to a source listed in the bibliography.

- A. Bibliography
- B. Double-spacing
- C. Endnote
- D. Find
- E. First line indent
- F. Format Painter
- G. Margin
- H. Numbered
- I. Paragraph spacing
- J. Update Field

Answer: 1. G 2. E 3. B 4. I 5. F 6. D 7. H 8. C 9. A 10. J

Diff: 1

Skill: Word Chapter 2, various skills

In Textbook: Yes

2) To create your own document margins, use this command at the bottom of the Margins gallery.

- A) Format Paragraph
- B) Document Settings
- C) Custom Margins

Answer: C

Diff: 1

Skill: Word Chapter 2, various skills

In Textbook: Yes

3) The placement of paragraph text relative to the left and right document margins is called paragraph:

- A) Alignment
- B) Margins
- C) Orientation

Answer: A

Diff: 1

Skill: Word Chapter 2, various skills

In Textbook: Yes

4) The vertical distance between lines in a paragraph is called:

- A) Spacing after
- B) Line spacing
- C) Text wrapping

Answer: B

Diff: 1

Skill: Word Chapter 2, various skills

In Textbook: Yes

5) This alignment is used to position paragraph text an equal distance between the left and right margin:

- A) Justify
- B) Center
- C) Middle

Answer: B

Diff: 1

Skill: Word Chapter 2, various skills

In Textbook: Yes

6) This type of alignment positions the text so that it is aligned with both the left and right margins.

- A) Justify
- B) Center
- C) Left

Answer: A

Diff: 1

Skill: Word Chapter 2, various skills

In Textbook: Yes

7) Hold down Ctrl + Enter to insert one of these:

- A) Manual line break
- B) Manual paragraph break
- C) Manual page break

Answer: C

Diff: 1

Skill: Word Chapter 2, various skills

In Textbook: Yes

8) Items that can be listed in any order are best presented using which of the following?

- A) Bulleted list
- B) Numbered list
- C) Outline list

Answer: A

Diff: 1

Skill: Word Chapter 2, various skills

In Textbook: Yes

9) In a bibliography, this type of indent is used for each reference:

- A) Hanging indent
- B) First line indent
- C) Left alignment

Answer: A

Diff: 1

Skill: Word Chapter 2, various skills

In Textbook: Yes

10) To place a note on the same page as the reference source, use which of these?

- A) Footnote
- B) Endnote
- C) Citation

Answer: A

Diff: 1

Skill: Word Chapter 2, various skills

In Textbook: Yes

11) This refers to an entry in a bibliography.

- A) Footnote
- B) Citation
- C) Endnote

Answer: B

Diff: 1

Skill: Word Chapter 2, various skills

In Textbook: Yes