

Introduction to Centering Documents
Multiple Choice Questions

Name: _____ **Date:** _____ **Grade:** _____

Instructions: Read each question carefully, then circle the letter next to your selected answer. Answer all questions. Some questions may require more than one selection. The points for each question is indicated in parentheses ().

1. Vertical alignment is about how text is arranged on the page based on its _____. [1] **R**
 - a. relative position to the top and bottom of the page
 - b. relative position to the left and right of the page
 - c. relative position to other lines of text on the page
 - d. none of the above

2. Horizontal alignment is about how text is arranged on the page based on _____. [1] **R**
 - a. relative position to the top and bottom of the page
 - b. relative position to the left and right of the page
 - c. relative position to other lines of text on the page
 - d. none of the above

3. Examples of vertical alignment include all the following except _____. [1] **U**
 - a. top
 - b. left
 - c. justify
 - d. middle

4. Examples of tasks that may usually be vertically centered are _____. [1] **Ap**
 - a. Memoranda
 - b. Menus
 - c. Announcements
 - d. Agendas

5. Which of the shortcuts below change horizontal alignment of text on a page? [1] **E**
 - a. Ctrl + L
 - b. Shift + L
 - c. Ctrl + C
 - d. None of the above

6. Which of the shortcuts below change vertical alignment of text on a page? [1] **E**
 - a. Ctrl + L
 - b. Shift + L
 - c. Ctrl + C
 - d. None of the above

7. Which of the following Tabs on the Ribbon have commands to change alignment? [1] **E**
- Review
 - Page Layout
 - Home
 - File
8. Which of the following are not part of the sequence of steps to change vertical alignment? [1] **E**
- Go to Home Tab
 - Go to Page Layout Tab
 - Launch Page Setup Dialogue Box
 - Launch Paragraph Formatting Dialogue Box
9. When looking at a vertically centered document, you will see _____. [1] **R**
- Equal space between each line of text
 - Equal space at the left and right of text
 - Equal space at the top and bottom of text
 - None of the above
10. When looking at a vertically centered document, you will see _____. [1] **R**
- Equal space between each line of text
 - Equal space at the left and right of text
 - Equal space at the top and bottom of text
 - None of the above