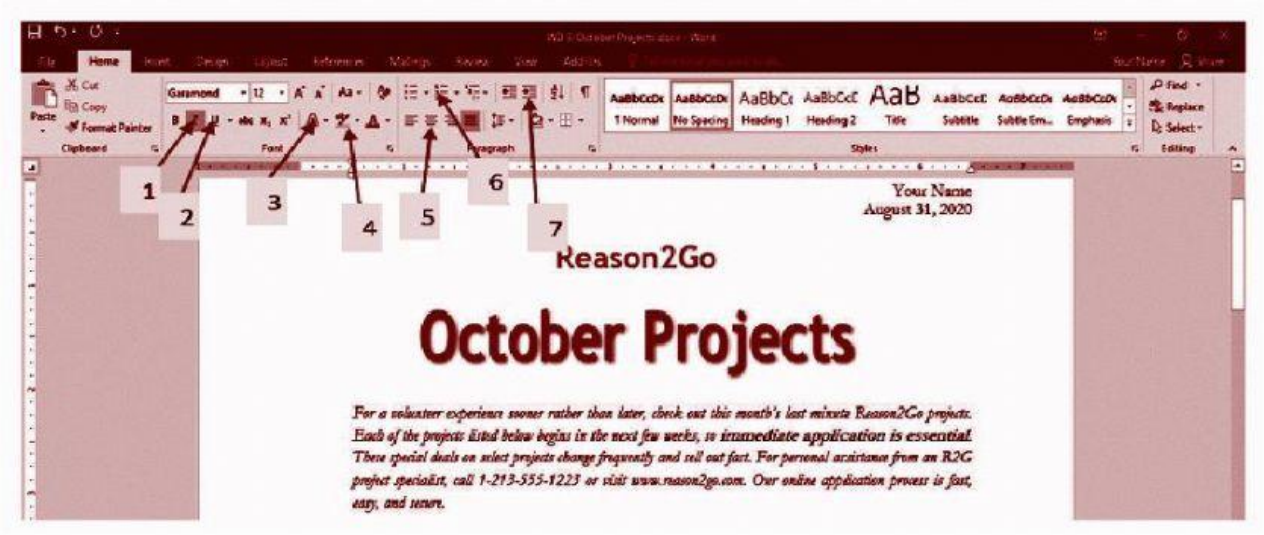
SECTION 1 - LABELLING

CIRCLE OR PUT A CHECK MARK next to the the elements of the WORD program window shown by the multiple-choice questions below:

FIGURE 3-27



1. Label 1 is: _____

Format Painter button
Text Highlight Color button
Numbering list button
Increase indent button
Italic button
Underline button
Left Margin button

2. Label 2 is: _____

Text Highlight Color button
Left margin button
Underline button
Numbering list button
Italic button
Increase indent button
Format Painter button

LIVEWORKSHEETS

3. Label 3 is: _____

Underline button
Italic button
Left margin button
Text effect
Increase indent button
numbering list button
Format Painter button

*4. Label 4 is: * _____

Center align button
Text Highlight Color button
Numbering button
Increase indent button
Underline button
Italic button
Format Painter button

5. Label 7 is: _____

Left margin button
Increase indent button
Numbering list button
Italic button
Text Highlight Color button
Underline button
Format Painter button

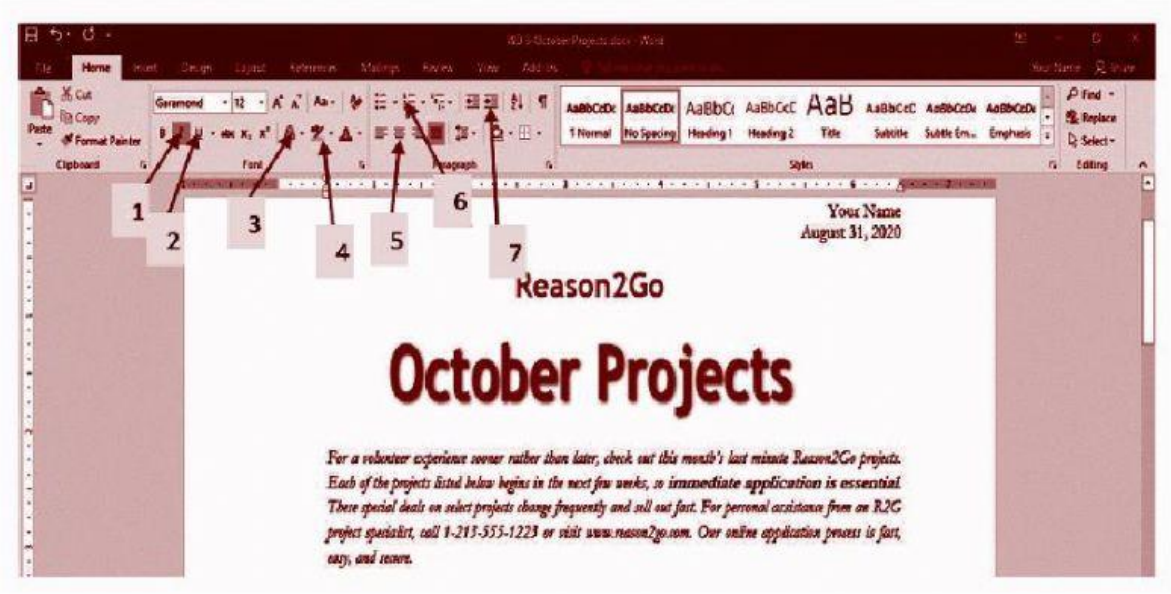
6. Label 5 is: _____

7. Label 6 is: _____

LIVEWORKSHEETS

SECTION 2 - MULTIPLE CHOICE
Select the best answer from the list of choices.

Figure 3-7 Word



7. Using Figure 3-7 Word above, in order to quickly apply the same format settings from the heading text "Wildlife Refuge" to the heading text "Animal Shelter", the _____ button should be used .

copy and paste
format painter
drag and drop
font color and paste

8. Using Figure 3-7 Word, what formatting button has been used on paragraph A ?
_____ .

Strikethrough
Underline
Italic
Bold

LIVEWORKSHEETS

Fig. 3-0 Word

9. In the accompanying figure3-0 Word, the **text labeled 1** is _____.

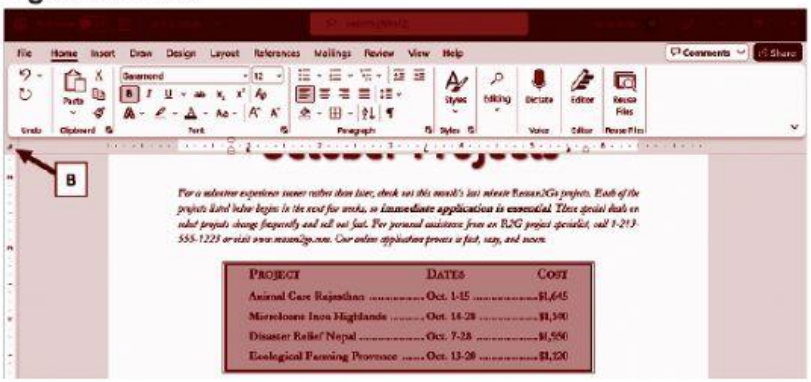
left-aligned
right-aligned
center-aligned
justified

10. In the accompanying figure 3-0 Word, the **text labeled 3** is _____.

left-aligned
right-aligned
center-aligned
justified

LIVEWORKSHEETS

Fig. 3-14 Word



11. Using Figure 3-14 Word, Tab _____ are the lines that appear in front of tabbed text.

underlines
indicators
headers
leaders

12. Using Figure 3-14 Word, the item marked "B" is the _____ tab.

right
center
left
decimal

SECTION 4 - MATCHING
Match each term to the correct definition.
Using your textbook, match each term to the correct definition.

13. The subsequent lines of a paragraph are indented more than the first line. _____

Right Indent
Left Indent
Hanging indent
First line indent

14. The left edge of a paragraph is moved in from the left margin. _____

Right Indent
Left Indent
Hanging indent
First line indent

LIVEWORKSHEETS

15. The right edge of a paragraph is moved in from the right margin. _____

Right Indent
Left Indent
Hanging indent
First line indent

16. The first line of a paragraph is indented more than the subsequent line. _____

Right Indent
Left Indent
Hanging indent
First line indent

II. Matching Questions
Match each term with the statement that best describes it.
Matching - Section I

WORD BANK			
Inline graphic	Style	Shading	Border
Highlight	Point	Bullet	Floating graphic

17. Transparent color that is applied to text to mark it in a document. _____

18. A set of format settings. _____

19. A unit of measurement equal to 1/72 of an inch. _____

20. A graphic symbol that appears at the beginning of a paragraph in a list. _____

21. Color or pattern that is applied behind text to make it look attractive. _____

22. An image that text wrapping has been applied to. _____

23. A line that can be applied above, below, or to the sides of a paragraph. _____

24. An image that is inserted as part of a line of text. _____

LIVEWORKSHEETS

III. MULTIPLE CHOICE

Select the best answer from the list of choices.

25. Which dialog box is used to change the scale of characters?

Tabs
Font
Paragraph
Borders and Shading

26. What is Calibri?

A font
A text effect
A style
A character format

27. What is the most precise way to increase the amount of white space between two paragraphs?

Indent the paragraphs
Change the line spacing of the paragraphs
Change the before spacing for the second paragraph
Change the font size

28. Which type of indent results in subsequent lines of a paragraph being indented more than the first line?

Right indent
Negative indent
Hanging indent
First line indent

29. Which command is used to add a reflection or an outline to text?

Change Case
Text effects and Typography
Strikethrough
Underline

Congratulations Junior Ninja Level Mastermind! You have successfully completed this project. However, by reviewing the steps you used to complete the work, you would have secured your future success in the area.

LIVEWORKSHEETS