Computer 7

Seatwork

Answer the following questions.

_____ 1. It is a file-hosting service from Microsoft that offers cloud space for us to store and access out files online.

_____ 2. It is a series of related items displayed consecutively per line.

_____ 3. It is a list with no particular order.

_____ 4. It allows to copy formats of text and apply them to other text.

_____ 5. They are flexible objects that can be utilized in creating images that we have in mind.

_____ 6. It is a collection of cells arranged in rows and columns.

_____ 7. It is the smallest unit on a table.

_____ 8. It shows hierarchy and is often used when writing a topic outline.

_____ 9. They are fonts that have short lines at the end of the letters.

_____ 10. It allows us to communicate our suggestions to improve the document.

_____ 11. These are the horizontal series of cells in a table.

_____ 12. They are fonts that have character and stronger personality and are also called script, onrnamental, or novelty.

_____ 13. It contains the title of the table.

_____ 14. These are vertical series of cells in a table.

_____ 15. It can influence the mood and reading time of readers as they go through the content a document.

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