

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

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: _____

SECTION 2 - MULTIPLE CHOICE

Select the best answer from the list of choices.

Figure 3-7 Word



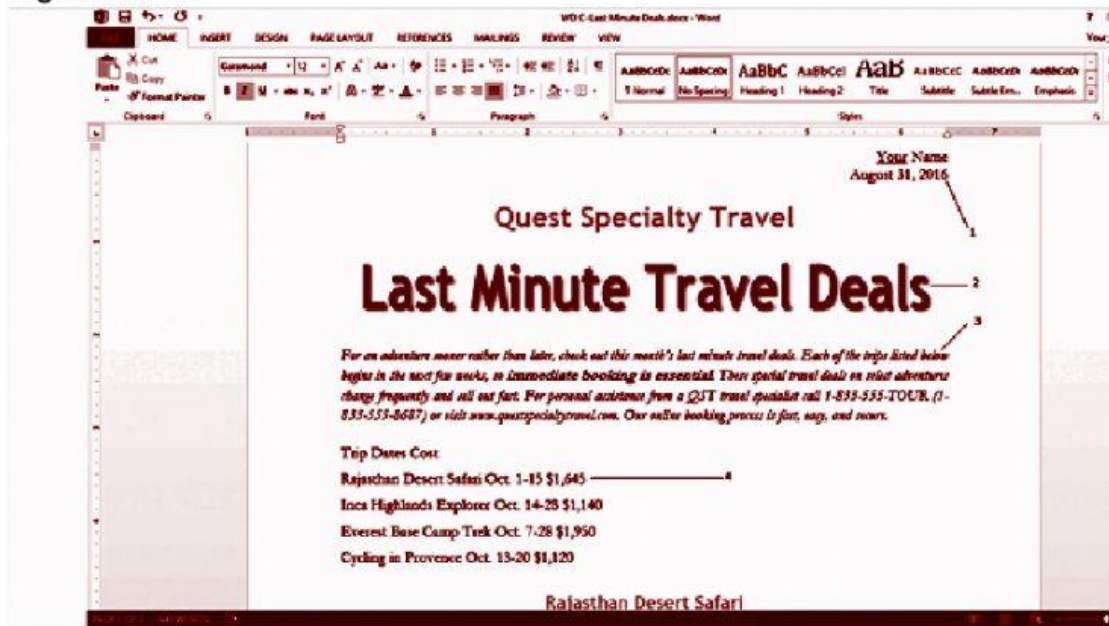
7. Using Figure 3-7 Word above, in order to quickly apply the **same format settings** from the heading text "Wildlife Refuge" to the heading text "Animal Shelter", the _____ button should be used .

- 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

Fig. 3-0 Word



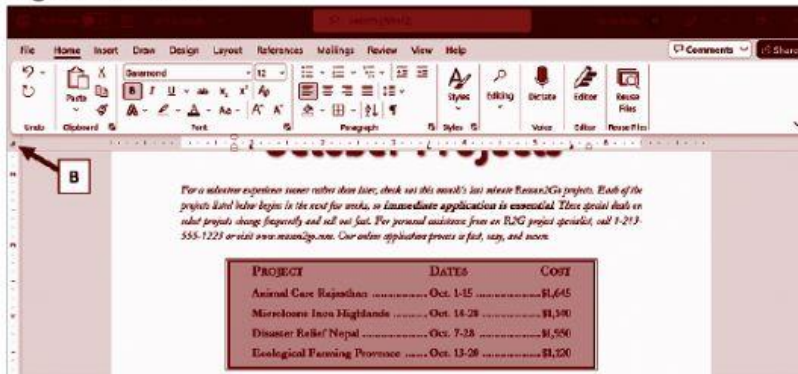
9. In the accompanying figure3-0 Word, the **text labeled 1** is _____.

- 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

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

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. _____

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.