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| **L8 Illustrations and Graphics Study Guide** | |
| Student |  |
| Class |  |
| Date |  |

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| **1.** | What is the command on the Insert Ribbon used to capture and insert a picture of any other open program window? |
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|  | |  |  | | --- | --- | | **A.** | Picture | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Clip Art | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Shapes | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Screenshot | |
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| **2.** | What is the name of a capital letter that is the first letter in a paragraph but is set in a larger font size than the rest of the characters in the paragraph? |
|  |
|  | |  |  | | --- | --- | | **A.** | Paragraph starter | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Drop cap | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Line starter | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Paragraph capital | |
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| **3.** | Which chart types are available in Microsoft Word? |
|  |
|  | |  |  | | --- | --- | | **A.** | Bar, pie, line, and column | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Column, line, circle, and bubble | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Pie, bar, cone, and mountain | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Cone, bubble, oval, and line | |
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| **4.** | Nathan is designing an FBLA flyer and wants to draw a star. Which command would he use from the Insert Ribbon? |
|  |
|  | |  |  | | --- | --- | | **A.** | Picture | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Shape | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | WordArt | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | SmartArt | |
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| **5.** | Kim inserted a rectangular shape into her Word document. She wanted the shape to transition from one color to another. Which Shape Fill option should she use? |
|  |
|  | |  |  | | --- | --- | | **A.** | Texture | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Solid Color | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Picture | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Gradient | |
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| **6.** | Which command on the Picture Tools Format Ribbon is used to change the way text moves around a selected object? |
|  |
|  | |  |  | | --- | --- | | **A.** | Position | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Wrap Text | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Align Text | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Text Direction | |
|  |  |
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| **7.** | Angie is designing a band flyer and wants a picture of a drum set to appear behind the text. Which command should she use? |
|  |
|  | |  |  | | --- | --- | | **A.** | Crop | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Sizing handles | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Wrap Text | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Position | |
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| **8.** | Sara inserted a graphic used to visually display her family tree. Which graphic did she use? |
|  |
|  | |  |  | | --- | --- | | **A.** | Charts | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Shapes | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | SmartArt | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | WordArt | |
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| **9.** | In Microsoft Word, what is the name of the group of picture formatting characteristics that includes shadows, reflections, glow, soft edges, bevel, and 3-D rotation? |
|  |
|  | |  |  | | --- | --- | | **A.** | Style | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Effects | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Cluster | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Group | |
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| **10.** | Jordan wants to e-mail a view of the entire program window to the Technology Department of the error message that he received when logging onto his computer. What command would he use? |
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|  | |  |  | | --- | --- | | **A.** | Screenshot | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Screen Clipping | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Picture | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Print Screen | |
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| **11.** | In Nathan’s parenting class, he has been assigned to diagram his family tree. Which command would be the ***most*** appropriate for a quick and easy visual representation? |
|  |
|  | |  |  | | --- | --- | | **A.** | Picture | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Shape | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | WordArt | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | SmartArt | |
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| **12.** | Kim inserted a rectangular shape into her Word document. She wanted to fill the shape with a Microsoft logo. Which Shape Fill option should she use? |
|  |
|  | |  |  | | --- | --- | | **A.** | Texture | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Solid Color | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Picture | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Gradient | |
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| **13.** | Which type of drawing object enables users to create shadowed, rotated, stretched, and wavy text effects? |
|  |
|  | |  |  | | --- | --- | | **A.** | SmartArt | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | WordArt | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | DrawingArt | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | EasyArt | |
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| **14.** | Jordan inserted an image from his USB Drive into his science report. What did he insert? |
|  |
|  | |  |  | | --- | --- | | **A.** | Screenshot | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Screen Clipping | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Picture | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Print Screen | |
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| **15.** | Angie inserted a picture into a Microsoft Word document. She decided there were portions of the picture she wanted to remove. Which command would be most appropriate to use? |
|  |
|  | |  |  | | --- | --- | | **A.** | Crop | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Sizing handles | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Wrap Text | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Position | |
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| **16.** | Which command on the Insert Ribbon is used to select a part of a program window to insert into a file? |
|  |
|  | |  |  | | --- | --- | | **A.** | Screen Cutting | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Screenshot Clip | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Screen Clipping | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Screen SnapShot | |
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| **17.** | What is the descriptive text placed below an object called? |
|  |
|  | |  |  | | --- | --- | | **A.** | Footer | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Endnote | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Footnote | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Caption | |
|  |  |
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| **18.** | Which command is used to insert a picture file from a storage device into a document? |
|  |
|  | |  |  | | --- | --- | | **A.** | Screenshot | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Import | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Picture | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Clip Art | |
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| **19.** | Sara inserted an arrow to point out information in a newsletter. Which object did she use? |
|  |
|  | |  |  | | --- | --- | | **A.** | Charts | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Shapes | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | SmartArt | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | WordArt | |
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| **20.** | Which ribbon includes the command for inserting charts that illustrate or compare data? |
|  |
|  | |  |  | | --- | --- | | **A.** | File | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Home | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Insert | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Draw | |
|  |  |
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| **21.** | Which of the small, white circles surrounding a graphic allows a user to proportionately resize the graphic? |
|  |
|  | |  |  | | --- | --- | | **A.** | Left | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Top | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Corner | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Bottom | |
|  |  |
|  |  |