**MOAC Word Lesson 2 and 3 Terms Quiz Review**

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| 1.   | Match the definition on the left with the correct term on the right. |
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| \_\_\_\_\_ | A font in which all of its characters take up the same amount of horizontal space. |
| \_\_\_\_\_ | A measurement that refers to the height of characters with one point equaling approximately 1/72 of an inch. |
| \_\_\_\_\_ | A font in which the horizontal spacing varies. |
| \_\_\_\_\_ | A font that has small lines at the beginning and end of characters and that is usually used with large amounts of text. |
| \_\_\_\_\_ | A font that does not have the small line extensions on its characters. |

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| a. | Point Size |
| b. | Monospaced |
| c. | Serif |
| d. | Proportional Space |
| e. | Sans Serif |

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| 2.   | Match the definition on the left with the correct term on the right. |
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| \_\_\_\_\_ | A tool that allows the user to move up or down within the document. |
| \_\_\_\_\_ | A command that enables users to replace one word or phrase with another. |
| \_\_\_\_\_ | A tool that provides a grid of vertical and horizontal lines that help you align graphics and other objects in a document. |
| \_\_\_\_\_ | A tool that appears in the left side of the window when you select its command in the Show command group. |
| \_\_\_\_\_ | A command in Word that removes selected text from the original location and place the deleted text in the Clipboard collection. |

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| a. | Cut |
| b. | Navigation Pane |
| c. | Replace |
| d. | Gridlines |
| e. | Scroll bar |

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| 3.   | Match the definition on the left with the correct term on the right. |
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| \_\_\_\_\_ | Any single letter, number, symbol, or punctuation mark. |
| \_\_\_\_\_ | A new font command group that adds a distinctive appearance, such as outlines, shadows, glows or reflections, to selected text. |
| \_\_\_\_\_ | A style in which the formats are applied instantly to all text in the paragraph where the insertion point is located, whether or not text is selected. |
| \_\_\_\_\_ | A set of characters that have the same design. |
| \_\_\_\_\_ | A style that is applied to individual characters or words that users have selected. |

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| a. | Paragraph Styles |
| b. | Font |
| c. | Character |
| d. | Text Effects |
| e. | Character Styles |

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| 4.   | Match the definition on the left with the correct term on the right. |
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| \_\_\_\_\_ | A command in Word that places a duplicate copy of selected text in the Clipboard. |
| \_\_\_\_\_ | Measuring tools to align text, graphics and other elements used within a document. |
| \_\_\_\_\_ | A command in the scroll box that enables users to browse by field, endnote, footnote, comment, section, page, edits, headings, graphics, or tables. |
| \_\_\_\_\_ | A command that pastes text from the Clipboard to a new location in the original document or new document. |
| \_\_\_\_\_ | A Word feature that enables users to select multiple items of the text that are not adjacent. |

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| a. | Paste |
| b. | Go To |
| c. | Multi-selection |
| d. | Rulers |
| e. | Copy |

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| 5.   | Match the definition on the left with the correct term on the right. |
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| \_\_\_\_\_ | A tool that allows users to move horizontally and vertically through a document more quickly than the scroll buttons or to see a ScreenTip displaying a user’s position in the document. |
| \_\_\_\_\_ | Characters to find words or phrases that contain specific letters or combination of letters.  |
| \_\_\_\_\_ | a tool that allows user to move up or down one line at a time, or more quickly if users click and hold the button. |
| \_\_\_\_\_ | Tiny images of the document pages. |

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| a. | wildcards |
| b. | scroll box |
| c. | thumbnails |
| d. | scroll buttons |

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