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| **Lesson 5 Manage Text Flow Study Guide** | |
| Student |  |
| Class |  |
| Date |  |

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| **1.** | Which option is selected in the Columns dialog box to create multiple columns in only one paragraph of text in a document? |
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|  | |  |  | | --- | --- | | **A.** | Apply to: drop-down list | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Line Between | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Column Width | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Create Column | |
|  |  |
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| **2.** | How are columns removed from a document? |
|  |
|  | |  |  | | --- | --- | | **A.** | Select One Column in the Page Setup dialog box. | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Select the column text and choose One from the Columns drop-down list on the Page Layout Ribbon. | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Select No Column in the Paragraph dialog box. | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Select the column text and choose the No Column command in the Arrange group on the Page Layout Ribbon. | |
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| **3.** | Which ribbon contains the command to change the preset margin settings in a Microsoft Word document? |
|  |
|  | |  |  | | --- | --- | | **A.** | Home | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Insert | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Page Layout | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Review | |
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| **4.** | Where is the command to divide a Microsoft Word document into multiple columns located? |
|  |
|  | |  |  | | --- | --- | | **A.** | Home Ribbon, Paragraph group | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Home Ribbon, Styles group | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Insert Ribbon, Text group | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Page Layout Ribbon, Page Setup group | |
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| **5.** | Mark created a three-column newsletter. He wants to end the first column early to insert a picture below it. What should Mark do? |
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|  | |  |  | | --- | --- | | **A.** | Adjust column width | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Adjust column spacing | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Insert a column break | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Insert a vertical line between columns | |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **6.** | What is the default space between columns? |
|  |
|  | |  |  | | --- | --- | | **A.** | 1 inch | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | 0.25 inch | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | 1.25 inch | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | 0.5 inch | |
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| **7.** | What does Microsoft Word automatically insert when it determines the text has filled one complete page allowed by the page size, margin settings, line spacing, and other settings? |
|  |
|  | |  |  | | --- | --- | | **A.** | Line change | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Soft line change | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Page break | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Soft page change | |
|  |  |
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| **8.** | What type of break is used to create a new section on the same page as the previous section? |
|  |
|  | |  |  | | --- | --- | | **A.** | Text | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Line | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Continuous | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Page | |
|  |  |
|  |  |

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| --- | --- |
| **9.** | What is the keyboard shortcut for inserting a manual page break? |
|  |
|  | |  |  | | --- | --- | | **A.** | Ctrl+Insert | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Ctrl+Enter | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Shift+Enter | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Shift+Pause/Break | |
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| **10.** | Which term refers to the portrait or landscape layout positions of a document? |
|  |
|  | |  |  | | --- | --- | | **A.** | Direction | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Alignment | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Configuration | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Orientation | |
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| **11.** | Mark created a three-column newsletter. He wants to increase the words per line in each column. What should Mark do? |
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|  | |  |  | | --- | --- | | **A.** | Adjust column width | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Adjust column spacing | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Insert a column break | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Insert a vertical line between columns | |
|  |  |
|  |  |

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| --- | --- |
| **12.** | Where is column width and spacing controlled in a Microsoft Word document? |
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|  | |  |  | | --- | --- | | **A.** | Page Setup dialog box on the Page Layout Ribbon | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Paragraph dialog box on the Home Ribbon | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Columns dialog box on the Page Layout Ribbon | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Font dialog box on the Home Ribbon | |
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