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| **Lesson 7 Working w/Text Flow** | |
| Student |  |
| Class |  |
| Date |  |

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| **1.** | Where does Microsoft Word put elements such as text, logos, or graphics saved for later use in a document? |
|  |
|  | |  |  | | --- | --- | | **A.** | Building Blocks Gallery | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Parts Gallery | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Quick Part Gallery | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Element Gallery | |
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| **2.** | What are the decorative lines used to surround a page or the elements on a page called? |
|  |
|  | |  |  | | --- | --- | | **A.** | Box | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Outline | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Page Border | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Frame | |
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| **3.** | Matt wants to have places in his survey template where users can check “Yes” or “No” about their senior week plans. Which tool would he use? |
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|  | |  |  | | --- | --- | | **A.** | Content Controls | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Macro | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Placeholder | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Text Box | |
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| --- | --- |
| **4.** | How is a watermark removed from a Microsoft Word document? |
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|  | |  |  | | --- | --- | | **A.** | Choose Remove Watermark from the Watermark drop-down box in the Page Background Group on the Design Ribbon. | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Choose Cancel Watermark from the Watermark drop-down box on the Insert Ribbon. | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Choose Delete Watermark from the Watermark drop-down box in the Page Background Group on the Design Ribbon. | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Choose Erase Watermark from the Watermark drop-down box on the Insert Ribbon. | |
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| **5.** | To specify the exact style of the decorative lines used on a page, which dialog box is used? |
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|  | |  |  | | --- | --- | | **A.** | Line Style | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Borders and Shading | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Format Lines | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Format Borders | |
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| **6.** | How does a user modify the colors in a selected theme? |
|  |
|  | |  |  | | --- | --- | | **A.** | Choose the Theme Effects command on the Page Layout Ribbon. | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Choose the Theme Colors command on the Design Tab. | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Choose the Theme Effects command on the Home Ribbon. | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Choose the Theme Design command on the Page Layout Ribbon. | |
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| **7.** | What command on the Insert Ribbon creates a preformatted placeholder for text in a document? |
|  |
|  | |  |  | | --- | --- | | **A.** | WordArt | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Bookmark | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Hyperlink | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Text box | |
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| **8.** | Which ribbon group within the Insert Ribbon contains the commands that enable a user to insert common mathematical symbols or equations? |
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|  | |  |  | | --- | --- | | **A.** | Format | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Symbols | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Text | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Pages | |
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| **9.** | What is the ghosted graphic that is displayed on top of or behind text in a document called? |
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|  | |  |  | | --- | --- | | **A.** | Watermark | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Emblem | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Logo | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Imprint | |
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