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| **Please DO NOT PRINT this Packet** | |
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**Lesson 3 /4 Character and Paragraph Formatting Study Guide**

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| **1.** | Which option on the Apply Styles dialog box changes the settings for a selected style? |
|  |
|  | |  |  | | --- | --- | | **A.** | Change Styles | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Edit | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Modify | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | New Style | |
|  |  |
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| **2.** | In Microsoft Word, what is the name of the group formatting characteristics called? |
|  |
|  | |  |  | | --- | --- | | **A.** | Style | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Effects | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Cluster | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Group | |
|  |  |
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| **3.** | Which command on the Home Ribbon allows a user to change the case of selected text to all uppercase, lowercase, sentence case, toggle case, or capitalize each word? |
|  |
|  | |  |  | | --- | --- | | **A.** | Modify Case | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Change Case | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Superscript | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Increase Font | |
|  |  |
|  |  |

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| --- | --- |
| **4.** | To make text appear in a smaller font size below the middle point of the line, which character formatting effect is applied? |
|  |
|  | |  |  | | --- | --- | | **A.** | Superscript | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Strikethrough | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Subscript | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Italic | |
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| **5.** | How are different Underline styles selected when applying the Underline font format to selected text? |
|  |
|  | |  |  | | --- | --- | | **A.** | Choose the Underline drop-down arrow on the Home Ribbon to select various Underline styles. | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Right-click underlined text and choose Underline styles from the Shortcut Menu. | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Select the underlined text, then choose Underline styles from the Insert Ribbon. | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Double-click underlined text and choose Underline styles from the Shortcut Menu. | |
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| **6.** | Which command on the Home Ribbon applies a shadow, glow, or reflection to selected text or paragraphs? |
|  |
|  | |  |  | | --- | --- | | **A.** | Text Effects | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Text Highlight Color | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Shading | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Color | |
|  |  |
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| **7.** | What are the built-in or predefined styles used for formatting text called? |
|  |
|  | |  |  | | --- | --- | | **A.** | Auto Styles | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Instant Styles | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Quick Styles | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Normal Styles | |
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| **8.** | Which term defines the appearance and shape of the letters, numbers, and special characters in a document? |
|  |
|  | |  |  | | --- | --- | | **A.** | Print | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Font | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Scheme | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Format | |
|  |  |
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| --- | --- |
| **9.** | Which commonly used shortcut keys or keyboard combination is used to apply bold formatting to selected text? |
|  |
|  | |  |  | | --- | --- | | **A.** | Tab+B | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Shift+B | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Alt+B | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Ctrl+B | |
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| **10.** | What is the process of changing the way characters appear, both on screen and in print, to improve document readability? |
|  |
|  | |  |  | | --- | --- | | **A.** | Text formatting | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Paragraph formatting | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Character formatting | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Document formatting | |
|  |  |
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| **11.** | Alexis is creating a table with numbers. She would like the numbers to be displayed as currency. Which tab stop should she use? |
|  |
|  | |  |  | | --- | --- | | **A.** | Bar Tab | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Decimal Tab | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Left Tab | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Right Tab | |
|  |  |
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| **12.** | Alexis formatted a dot leader in a Table of Contents document. Which tab stop should she use to align page numbers so that it will result in an even right edge? |
|  |
|  | |  |  | | --- | --- | | **A.** | Bar Tab | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Decimal Tab | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Left Tab | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Right Tab | |
|  |  |
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| **13.** | What is the amount of vertical space between the lines of text in a paragraph called? |
|  |
|  | |  |  | | --- | --- | | **A.** | Paragraph spacing | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Document spacing | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Character spacing | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Line spacing | |
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| **14.** | In a Microsoft Word document, what is the amount of space that appears between paragraphs called? |
|  |
|  | |  |  | | --- | --- | | **A.** | Paragraph spacing | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Document spacing | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Character spacing | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Line spacing | |
|  |  |
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| **15.** | Which group on the Home Ribbon contains commands to control the alignment of text in a document? |
|  |
|  | |  |  | | --- | --- | | **A.** | Font | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Paragraph | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Editing | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Modify | |
|  |  |
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| **16.** | What type of paragraph indentation forces the first line into a position to the left of the rest of the paragraph? |
|  |
|  | |  |  | | --- | --- | | **A.** | Left indent | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Right indent | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Hanging indent | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Forced indent | |
|  |  |
|  |  |

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| --- | --- |
| **17.** | What is the process of changing the appearance of a paragraph of text called? |
|  |
|  | |  |  | | --- | --- | | **A.** | Text formatting | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Paragraph formatting | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Character formatting | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Document formatting | |
|  |  |
|  |  |

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| --- | --- |
| **18.** | Which alignment option indicates that text in a document is aligned to both the left and right margins? |
|  |
|  | |  |  | | --- | --- | | **A.** | Left align | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Right align | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Center align | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Justify align | |
|  |  |
|  |  |

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| --- | --- |
| **19.** | What is the default paragraph alignment for the Normal style in Microsoft Word? |
|  |
|  | |  |  | | --- | --- | | **A.** | Right | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Left | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Center | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Justified | |
|  |  |
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| **20.** | What is a series of paragraphs, each beginning with a bullet character, called? |
|  |
|  | |  |  | | --- | --- | | **A.** | Organized list | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Bulleted list | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Unorganized list | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Symbol list | |
|  |  |
|  |  |

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| --- | --- |
| **21.** | What is the method for changing the bullet symbol within a list? |
|  |
|  | |  |  | | --- | --- | | **A.** | Select the list and choose the drop-down arrow next to the Bullets button to select from the Bullet Library. | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Choose a new bullet from the Bullet Library in the Font dialog box. | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Choose a new bullet from the Bullet Library in the Format Paragraph dialog box. | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Select the list and choose the drop-down arrow next to the Bullets button to change from the list level. | |
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| **22.** | Which refers to how the left and right edges of a paragraph align on a page? |
|  |
|  | |  |  | | --- | --- | | **A.** | Indent | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Flow | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Position | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Alignment | |
|  |  |
|  |  |