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

|  |  |
| --- | --- |
| 1. | Match the definition on the left with the correct term on the right. |
|  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | \_\_\_\_\_ | 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. | |  | |  |  | | --- | --- | | a. | Point Size | | b. | Monospaced | | c. | Serif | | d. | Proportional Space | | e. | Sans Serif | | |
| 2. | Match the definition on the left with the correct term on the right. |
|  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | \_\_\_\_\_ | 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. | |  | |  |  | | --- | --- | | a. | Cut | | b. | Navigation Pane | | c. | Replace | | d. | Gridlines | | e. | Scroll bar | | |
| 3. | Match the definition on the left with the correct term on the right. |
|  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | \_\_\_\_\_ | 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. | |  | |  |  | | --- | --- | | a. | Paragraph Styles | | b. | Font | | c. | Character | | d. | Text Effects | | e. | Character Styles | | |
| 4. | Match the definition on the left with the correct term on the right. |
|  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | \_\_\_\_\_ | 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. | |  | |  |  | | --- | --- | | a. | Paste | | b. | Go To | | c. | Multi-selection | | d. | Rulers | | e. | Copy | | |
| 5. | Match the definition on the left with the correct term on the right. |
|  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | \_\_\_\_\_ | 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. | |  | |  |  | | --- | --- | | a. | wildcards | | b. | scroll box | | c. | thumbnails | | d. | scroll buttons | | |