Name _____   Date _____

Microsoft Office 2013: Word Chapter 4

True and False: Circle/highlight T if the statement is true or F if the statement is false.

1. Word automatically places 8 points of blank space below paragraphs.

   T

   F

2. You can add pictures but not text to SmartArt graphics.

   T

   F

3. If you want to remove all formats from a SmartArt graphic and start over, you would click the Start Over button (SMART TOOLS DESIGN tab | Refresh group).

   T

   F

4. All Word documents have at least one section.

   T

   F

5. When you create a section break, Word does not carry forward any previous formatting.

   T

   F

6. If Word displays {PAGE} instead of the actual page number, press ALT+F9 to turn off field codes.

   T

   F

7. Sorting data in ascending order will display dates from latest-to-earliest date order.

   T

   F

8. If you want to copy formatting to multiple locations using the Format Painter, you must double-click the Format Painter button so that the Format Painter remains active until you turn it off.

   T

   F

9. If you do not want a page break to occur in the middle of a table, click the Table Properties button and remove the check mark from the 'Allow row to break across pages' check box.

   T

   F

10. Place the insertion point anywhere in a table if you want to sort all rows in a table instead of just one row.

    T

    F

Multiple Choice: Circle/highlight the correct answer

1. A(n) _____ is a separate cover page that contains, at a minimum, the title of the document.
   a. title page
   b. application page
   c. operating page
   d. start page

2. To remove an existing border from a paragraph, click the Borders arrow, then click _____.
   a. Remove All
   b. No Border
   c. Delete
   d. Refresh

3. The Increase Indent button (HOME tab | Paragraph group) changes the left indent by _____ each time it is clicked.
   a. ¼ inch
   b. ½ inch
   c. 1 inch
   d. 100 pixels

4. Each shape in the SmartArt graphic initially shows _____, which indicate(s) where text can be typed in.
   a. bold highlights
   b. tools
   c. screen tips
   d. placeholder text

5. Text formatted in _____ displays letters that look like capital letters, but which are not as tall as a typical capital letter.
   a. reduced size
   b. small view
   c. short letter
   d. small caps

6. A _____ is text that prints at the top of each page in a document.
   a. title
   b. placeholder
   c. header
   d. footer

7. To remove shading from a cell in a table, click the Shading arrow and then click _____.
   a. No Color
   b. Remove
   c. Erase Color
   d. Blank

8. To center a table horizontally between the margins, click the _____ button (HOME tab | Paragraph group).
   a. Split
   b. Center
   c. Align
   d. Position

9. To update a calculated field in a table, select the field and press _____.
   a. ESC
   b. F9
   c. Home
   d. CTRL+TAB

10. A _____ defines one font for headings and another for body text.
    a. section
    b. placeholder
    c. font set
    d. watermark

Short Answer: Type/Write out the correct answer

1. A(n) _____ sells an idea, a product, or a service.

2. Microsoft Office 2013 includes _____ graphics, which are visual representations of information.

3. The keyboard shortcut, _____, positions the insertion point at your last editing location.

4. A(n) _____ is text that prints at the bottom of each page.

5. A(n) _____ is an object that contains sample text or instructions for filling in text and graphics.

6. The default bullet list character is the _____.

7. A(n) _____ is a list that contains several levels of list items, with each lower level displaying a different numeric, alphabetic, or bullet character.

8. _____ are non-printing cell outlines.

9. To select nonadjacent items in a table, select the first item and then hold down the _____ key while selecting the remaining items.

10. A(n) _____ is text or a graphic that is displayed on top of or behind the text in a document.