

Unit 3 (Semester Exam) Study Guide

True/False

Indicate whether the sentence or statement is true or false.

- F 1. To save time, it is best to save a document only when you are completely done writing it.
- F 2. Unlike text and factual information, it is not necessary to cite the sources of images and photographs that you have copied from the Web.
- T 3. The term *alignment* refers to the way in which text is positioned between the left and right margins.

Modified True/False

Indicate whether the sentence or statement is true or false. If false, change the identified word or phrase to make the sentence or statement true.

- F 4. Pressing the Backspace key once erases the character to the right of the insertion point.
LEFT
- T 5. A font is the general shape and style of a character. _____
- T 6. Four ways of aligning text are left, center, right and justify. _____

Multiple Choice

Identify the letter of the choice that best completes the statement or answers the question.





- A 7. _____ are symbols used to indicate changes that need to be made to text.
- Proofreaders' marks
 - Correction marks
 - Insertion symbols
 - Preview symbols
- D 8. Which of the following best explains the difference between the Cut command and the Copy command?
- The Copy command places the selected text on the clipboard, but the Cut command does not.
 - The Cut command places the selected text on the clipboard, but the Copy command does not.
 - The Copy command removes the selected text and places it on the clipboard, while the Cut command places the selected text on the clipboard without removing it from its current location.
 - The Cut command removes the selected text and places it on the clipboard, while the Copy command places the selected text on the clipboard without removing it from its current location.

B 9. The following is an example of ____ alignment.

You can enhance the appearance of
a document by changing the
alignment of the text.

- a. left
- b. right
- c. font
- d. normal

B 10. Which of these buttons would you click to remove selected text from a document?

- a. 
- b. 
- c. 
- d. 

Completion

Complete each sentence or statement.

- 11. FOLDERS are used to organize files, for example, by storing together all the documents for a particular class.
- 12. If you accidentally delete a word or group of words, you can get it back by choosing the UNDO command.
- 13. A word processor's SPELLING feature compares the words in your document against those in an online dictionary.

Short Answer

- 14. Explain the steps in moving a sentence from one location to another location in the same document.
 - 1. Select the text.
 - 2. Cut the text by right-clicking and choosing cut OR pressing CTRL + X OR choosing the cut command from the clipboard group on the ribbon.
 - 3. Move the insertion point to the new location.
 - 4. Paste the text by right-clicking and choosing paste OR pressing CTRL + V OR choosing the paste command from the clipboard group on the ribbon.
- 15. List three pieces of information that should be included in a Web site citation.
 - 1. Author
 - 2. Title of page or article
 - 3. Date information was copied
 - 4. URL