

Skills for Success with Word 2013 Comprehensive (Townsend, Hovey)
Word Chapter 2 Create Business Reports

1) Find and Replace options are located in the _____ group of the Home tab.

- A) Font
- B) Paragraph
- C) Styles
- D) Editing

Answer: D

Diff: 1

Skill: Word Chapter 2, Skill 1: Find and Replace Text

2) The first four lines of a document can be selected by placing the insertion point to the left of the first line and holding the _____ key while clicking to the right of the fourth line.

- A) Alt
- B) Ctrl
- C) Shift
- D) Insert

Answer: C

Diff: 2

Skill: Word Chapter 2, Skill 1: Find and Replace Text

3) The _____ box in the Navigation pane can be used to quickly find and navigate to a word or phrase in a document.

- A) Find
- B) Search Document
- C) Locate
- D) Look Up

Answer: B

Diff: 2

Skill: Word Chapter 2, Skill 1: Find and Replace Text

4) The results of a search executed in the Search Document box of the Navigation pane appear at the bottom of the pane in the _____ list.

- A) Outcome
- B) Results
- C) Search
- D) Navigation

Answer: B

Diff: 2

Skill: Word Chapter 2, Skill 1: Find and Replace Text

5) The Find and Replace dialog box can be opened from the Navigation pane by first clicking the:

- A) Headings command.
- B) Pages command.
- C) Results command.
- D) "Search for more things" arrow.

Answer: D

Diff: 3

Skill: Word Chapter 2, Skill 1: Find and Replace Text

6) In an informal report, there should be _____ of space above the title.

- A) 0.25 inch
- B) 0.5 inch
- C) 1 inch
- D) 2 inches

Answer: D

Diff: 3

Skill: Word Chapter 2, Skill 1: Find and Replace Text

7) A footnote is placed at the bottom of the _____ where it is referenced.

- A) page
- B) section
- C) column
- D) document

Answer: A

Diff: 2

Skill: Word Chapter 2, Skill 2: Insert and Modify Footnotes

8) What formatting option positions text higher and smaller than adjacent text?

- A) Subscript
- B) Superscript
- C) Small Caps
- D) All Caps

Answer: B

Diff: 2

Skill: Word Chapter 2, Skill 2: Insert and Modify Footnotes

9) Which feature does NOT have a gallery where its appearance can be previewed?

- A) Margins
- B) Styles
- C) Footnotes
- D) Bibliography

Answer: C

Diff: 3

Skill: Word Chapter 2, Skill 2: Insert and Modify Footnotes

10) When a source is cited in a document, a(n) _____ appears to the left of its entry in the Current List in the Source Manager.

- A) check mark
- B) exclamation point
- C) asterisk
- D) plus sign

Answer: A

Diff: 2

Skill: Word Chapter 2, Skill 3: Add Sources

11) Separate Author, Title, Year, City, and Publisher fields appear in the Create Source dialog box for a _____ source.

- A) journal article
- B) report
- C) website
- D) book

Answer: D

Diff: 2

Skill: Word Chapter 2, Skill 3: Add Sources

12) Which is NOT an element in the Source Manager dialog box?

- A) Master List
- B) Current List
- C) Style List
- D) Preview pane

Answer: C

Diff: 3

Skill: Word Chapter 2, Skill 3: Add Sources

13) Book, journal article, website, and report are all types of:

- A) citations.
- B) sources.
- C) styles.
- D) bibliographies.

Answer: B

Diff: 2

Skill: Word Chapter 2, Skill 3: Add Sources

14) Separate Year, Month, Day, Year Accessed, Month Accessed, and Day Accessed fields appear in the Create Source dialog box for a _____ source.

- A) website
- B) case
- C) conference proceedings
- D) electronic source

Answer: A

Diff: 2

Skill: Word Chapter 2, Skill 3: Add Sources

15) When a citation is moused over, it:

- A) is highlighted in blue.
- B) is highlighted in gray.
- C) appears bold.
- D) is underlined.

Answer: B

Diff: 3

Skill: Word Chapter 2, Skill 4: Insert Citations and Bibliographies

16) The author-date citation has fields for all these EXCEPT:

- A) author's first name.
- B) author's last name.
- C) publication year.
- D) page numbers (if available).

Answer: A

Diff: 2

Skill: Word Chapter 2, Skill 4: Insert Citations and Bibliographies

17) In the Chicago style, the _____ is displayed using hanging indent.

- A) footnote
- B) endnote
- C) citation
- D) bibliography

Answer: D

Diff: 2

Skill: Word Chapter 2, Skill 4: Insert Citations and Bibliographies

18) Items that can be presented in any order are best displayed in a:

- A) numbered list.
- B) bulleted list.
- C) footnote list.
- D) bibliography.

Answer: B

Diff: 2

Skill: Word Chapter 2, Skill 5: Format Bulleted and Numbered Lists

19) In a report, a list is typically indented 0.5 inch on the left, and a hanging indent of _____ is set for the first line.

- A) 0.25 inch
- B) 0.5 inch
- C) 0.75 inch
- D) 1 inch

Answer: A

Diff: 3

Skill: Word Chapter 2, Skill 5: Format Bulleted and Numbered Lists

20) Clicking the numbering arrow in the Paragraph group of the Home tab displays the _____ gallery, which previews the formats commonly used for number lists.

- A) Bullets
- B) Numbering
- C) Formatting
- D) Styles

Answer: B

Diff: 2

Skill: Word Chapter 2, Skill 5: Format Bulleted and Numbered Lists

21) The option for displaying the ruler is in the Show group on the _____ tab.

- A) Home
- B) Insert
- C) Page Layout
- D) View

Answer: D

Diff: 1

Skill: Word Chapter 2, Skill 5: Format Bulleted and Numbered Lists

22) In the paragraph with first-line indent applied, the default by which the first line is indented is:

- A) 0.25 inch.
- B) 0.5 inch.
- C) 1 inch.
- D) 1.5 inches.

Answer: B

Diff: 2

Skill: Word Chapter 2, Skill 6: Set Paragraph Indents

23) First-line indent can be set from the Paragraph dialog box or the:

- A) Font dialog box.
- B) Page Setup dialog box.
- C) Styles dialog box.
- D) ruler.

Answer: D

Diff: 2

Skill: Word Chapter 2, Skill 6: Set Paragraph Indents

24) The position of the lines of a paragraph relative to the page margins is the:

- A) line spacing.
- B) indent.
- C) orientation.
- D) page layout.

Answer: B

Diff: 2

Skill: Word Chapter 2, Skill 6: Set Paragraph Indents

25) The distance above and below each paragraph in a Word document is:

- A) line spacing.
- B) paragraph spacing.
- C) alignment.
- D) orientation.

Answer: B

Diff: 2

Skill: Word Chapter 2, Skill 7: Modify Line and Paragraph Spacing

26) Reports should have _____ blank line(s) between elements.

- A) one
- B) two
- C) three
- D) four

Answer: A

Diff: 2

Skill: Word Chapter 2, Skill 7: Modify Line and Paragraph Spacing

27) A blank line can be inserted between paragraphs by adjusting paragraph spacing or by:

- A) inserting an indent.
- B) inserting a blank paragraph.
- C) pressing Ctrl + Home.
- D) pressing the F4 key.

Answer: B

Diff: 2

Skill: Word Chapter 2, Skill 7: Modify Line and Paragraph Spacing

28) Which formatting applied to a document sets the equivalent of a blank line between each pair of text lines?

- A) single-spacing
- B) double-spacing
- C) 1.5 spacing
- D) triple-spacing

Answer: B

Diff: 2

Skill: Word Chapter 2, Skill 7: Modify Line and Paragraph Spacing

29) The Update to Match Selection option for styles is visible from the shortcut menu that appears when the _____ is right-clicked.

- A) style in the document body
- B) style in the Navigation pane
- C) style in the Styles gallery
- D) Change Styles button in the Styles group of the Home tab

Answer: C

Diff: 3

Skill: Word Chapter 2, Skill 8: Set Line and Page Break Options and Modify Styles

30) Which keyboard shortcut undoes the most recent action performed in a document?

- A) Ctrl + A
- B) F4
- C) Ctrl + U
- D) Ctrl + Z

Answer: D

Diff: 2

Skill: Word Chapter 2, Skill 8: Set Line and Page Break Options and Modify Styles

31) The check box used to activate/deactivate Widow/Orphan control is in the _____ dialog box.

- A) Page Setup
- B) Font
- C) Paragraph
- D) Modify Style

Answer: C

Diff: 2

Skill: Word Chapter 2, Skill 8: Set Line and Page Break Options and Modify Styles

32) A widow in a Word document is the _____ of a paragraph displayed as the _____ of another page.

- A) first line; last line
- B) last line; first line
- C) first sentence; last sentence
- D) last sentence; first sentence

Answer: B

Diff: 2

Skill: Word Chapter 2, Skill 8: Set Line and Page Break Options and Modify Styles

33) An orphan in a Word document is the _____ of a paragraph displayed as the _____ of another page.

- A) first line; last line
- B) last line; first line
- C) heading; first line
- D) heading; last line

Answer: A

Diff: 2

Skill: Word Chapter 2, Skill 8: Set Line and Page Break Options and Modify Styles

34) Modifications made to a style in the Modify Style dialog box are visible in the:

- A) Styles gallery.
- B) document sections to which the style had been applied.
- C) Navigation pane.
- D) Styles gallery and the document sections to which the style had been applied.

Answer: D

Diff: 2

Skill: Word Chapter 2, Skill 8: Set Line and Page Break Options and Modify Styles

35) What is the prebuilt margins setting that makes the top and bottom margins 1.0 inch and left and right margins 1.25 inches?

- A) Normal
- B) Narrow
- C) Mirrored
- D) Office 2003 Default

Answer: D

Diff: 3

Skill: Word Chapter 2, Skill 9: View Multiple Pages and Set Margins

36) The Margins button is in a group on the _____ tab.

- A) Home
- B) Insert
- C) Page Layout
- D) View

Answer: C

Diff: 1

Skill: Word Chapter 2, Skill 9: View Multiple Pages and Set Margins

37) The length of a document is reduced by:

- A) increasing margin size.
- B) turning on Widow/Orphan control.
- C) decreasing line spacing.
- D) increasing spacing after a paragraph.

Answer: C

Diff: 3

Skill: Word Chapter 2, Skill 9: View Multiple Pages and Set Margins

38) In a formal report, margin settings are usually:

- A) Normal.
- B) Moderate.
- C) Wide.
- D) Office 2003 Default.

Answer: D

Diff: 3

Skill: Word Chapter 2, Skill 9: View Multiple Pages and Set Margins

39) The Header & Footer group is on the _____ tab of the Ribbon.

- A) Home
- B) Insert
- C) Paragraph
- D) View

Answer: B

Diff: 1

Skill: Word Chapter 2, Skill 10: Create Custom Headers and Footers

40) Which is NOT an option in the Header & Footer group?

- A) Header
- B) Footer
- C) Page Numbering
- D) Text Box

Answer: D

Diff: 1

Skill: Word Chapter 2, Skill 10: Create Custom Headers and Footers

41) One way to prevent page numbers from appearing on the first page of a report is to select the Different First Page option on the _____ tab of the Header & Footer Tools contextual tab.

- A) Design
- B) Edit
- C) Layout
- D) View

Answer: A

Diff: 3

Skill: Word Chapter 2, Skill 10: Create Custom Headers and Footers

42) Which option on the Design tab of the Header & Footer Tools contextual tab displays fields (e.g., File Name) to be inserted into the header or footer of a report?

- A) Picture
- B) Clip Art
- C) Quick Parts
- D) Insert Fields

Answer: C

Diff: 2

Skill: Word Chapter 2, Skill 10: Create Custom Headers and Footers

43) Which alignment option positions the right edge of a line of text against the right margin?

- A) Left
- B) Center
- C) Right
- D) Justify

Answer: C

Diff: 1

Skill: Word Chapter 2, Skill 10: Create Custom Headers and Footers

44) The option for centering text is in the Font group of the Home tab.

Answer: FALSE

Diff: 1

Skill: Word Chapter 2, Skill 1: Find and Replace Text

45) The results of a search executed in the Search document box of the Navigation pane can be accessed by clicking the Results command in the Navigation pane.

Answer: TRUE

Diff: 2

Skill: Word Chapter 2, Skill 1: Find and Replace Text

46) Footnotes in a document are NOT numbered.

Answer: FALSE

Diff: 2

Skill: Word Chapter 2, Skill 2: Insert and Modify Footnotes

47) The size of the text in a footnote can be changed by the user.

Answer: TRUE

Diff: 2

Skill: Word Chapter 2, Skill 2: Insert and Modify Footnotes

48) Footnotes are compiled and placed on a separate page at the end of the document.

Answer: FALSE

Diff: 2

Skill: Word Chapter 2, Skill 2: Insert and Modify Footnotes

49) Most style manuals call for footnote text to be the same size as document text.

Answer: TRUE

Diff: 2

Skill: Word Chapter 2, Skill 2: Insert and Modify Footnotes

50) Chicago Fifteenth Edition is a citation style.

Answer: TRUE

Diff: 1

Skill: Word Chapter 2, Skill 3: Add Sources

51) Any content entered in the fields in the Create Source dialog box is automatically altered and punctuated on the basis of the source type and style selected.

Answer: TRUE

Diff: 3

Skill: Word Chapter 2, Skill 3: Add Sources

52) The option for selecting source type appears in the Source Manager dialog box.

Answer: FALSE

Diff: 3

Skill: Word Chapter 2, Skill 3: Add Sources

53) When information from another source is quoted or referred to, that source needs to be credited.

Answer: TRUE

Diff: 1

Skill: Word Chapter 2, Skill 4: Insert Citations and Bibliographies

54) Citation options, which include Edit Citation and Edit Source, are accessed from the Citations and Bibliography group of the References tab.

Answer: FALSE

Diff: 3

Skill: Word Chapter 2, Skill 4: Insert Citations and Bibliographies

55) The Source Manager provides the references in the Citation and Bibliography galleries.

Answer: TRUE

Diff: 3

Skill: Word Chapter 2, Skill 4: Insert Citations and Bibliographies

56) When text that includes a footnote number is selected, the text in the corresponding footnote is also selected.

Answer: FALSE

Diff: 3

Skill: Word Chapter 2, Skill 5: Format Bulleted and Numbered Lists

57) In reports, lists are typically indented 0.25 inch.

Answer: FALSE

Diff: 3

Skill: Word Chapter 2, Skill 5: Format Bulleted and Numbered Lists

58) Only consecutive numbers can be used for the items in a numbered list.

Answer: FALSE

Diff: 3

Skill: Word Chapter 2, Skill 5: Format Bulleted and Numbered Lists

59) The style guidelines for a report should be consulted before a bullet character or number format is selected for a list.

Answer: TRUE

Diff: 3

Skill: Word Chapter 2, Skill 5: Format Bulleted and Numbered Lists

60) A numbered list would be appropriate for presenting the steps for opening a document in Word.

Answer: TRUE

Diff: 3

Skill: Word Chapter 2, Skill 5: Format Bulleted and Numbered Lists

61) The position of a first-line indent is indicated by a marker on the ruler.

Answer: TRUE

Diff: 2

Skill: Word Chapter 2, Skill 6: Set Paragraph Indents

62) If paragraph 1 is selected and bold applied, paragraph 3 selected and underline applied, and paragraph 5 selected and the F4 key pressed, paragraph 5 will be both bold and underlined.

Answer: FALSE

Diff: 3

Skill: Word Chapter 2, Skill 6: Set Paragraph Indents

63) In a report, first-line indents and bullets or numbers in a list should align.

Answer: TRUE

Diff: 2

Skill: Word Chapter 2, Skill 6: Set Paragraph Indents

64) The first line indent of 0.5 inch CANNOT be changed by the user.

Answer: FALSE

Diff: 3

Skill: Word Chapter 2, Skill 6: Set Paragraph Indents

65) The style guide for a report does NOT address line spacing and paragraph spacing.

Answer: FALSE

Diff: 2

Skill: Word Chapter 2, Skill 7: Modify Line and Paragraph Spacing

66) Allowing widows and orphans in a Word document or report is acceptable.

Answer: FALSE

Diff: 2

Skill: Word Chapter 2, Skill 8: Set Line and Page Break Options and Modify Styles

67) The purpose of the Widow/Orphan control and "Keep with next" paragraph setting is to prevent a heading and the paragraph that follows from becoming separated across two pages.

Answer: TRUE

Diff: 2

Skill: Word Chapter 2, Skill 8: Set Line and Page Break Options and Modify Styles

68) An alternative to setting paragraph options to prevent a heading and the paragraph that follows from separating across two pages is to adjust line-break and paragraph-break options.

Answer: TRUE

Diff: 3

Skill: Word Chapter 2, Skill 8: Set Line and Page Break Options and Modify Styles

69) When the Modify Style dialog box is used to modify a style, the formatting changes are made to all of the text that has the style applied.

Answer: TRUE

Diff: 3

Skill: Word Chapter 2, Skill 8: Set Line and Page Break Options and Modify Styles

70) When options in the Font group of the Home tab are used to modify text that has a style applied to it, the formatting changes are made to all text having that style.

Answer: FALSE

Diff: 2

Skill: Word Chapter 2, Skill 8: Set Line and Page Break Options and Modify Styles

71) The number of pages that can be displayed at one time does NOT depend on monitor and window dimensions.

Answer: FALSE

Diff: 2

Skill: Word Chapter 2, Skill 9: View Multiple Pages and Set Margins

72) One inch is the usual setting for top, bottom, and side margins in a short, informal report.

Answer: TRUE

Diff: 2

Skill: Word Chapter 2, Skill 9: View Multiple Pages and Set Margins

73) Page numbers can be inserted ONLY into the footer of a document.

Answer: FALSE

Diff: 1

Skill: Word Chapter 2, Skill 10: Create Custom Headers and Footers

74) Header and footer areas are automatically activated when page numbers are inserted through the Page Numbering option in the Header & Footer group.

Answer: TRUE

Diff: 2

Skill: Word Chapter 2, Skill 10: Create Custom Headers and Footers

75) When the first page of a document is displayed and a header is inserted, the header appears ONLY on the first page.

Answer: FALSE

Diff: 2

Skill: Word Chapter 2, Skill 10: Create Custom Headers and Footers

76) When a title and body text appear on the first page, a page number will appear on that page as well.

Answer: FALSE

Diff: 2

Skill: Word Chapter 2, Skill 10: Create Custom Headers and Footers

77) The File Name field should NOT appear in the header or footer of a published report.

Answer: TRUE

Diff: 2

Skill: Word Chapter 2, Skill 10: Create Custom Headers and Footers

78) A View option that assists a Word user in moving through a document and in quickly locating text is the _____.

Answer: Navigation pane

Diff: 2

Skill: Word Chapter 2, Skill 1: Find and Replace Text

79) The option for displaying the Navigation pane is in the _____ group of the View tab.

Answer: Show

Diff: 1

Skill: Word Chapter 2, Skill 1: Find and Replace Text

80) Title, subtitle, writer's name, and date should be _____ in an informal report.

Answer: centered

Diff: 3

Skill: Word Chapter 2, Skill 1: Find and Replace Text

81) A(n) _____ is a note or comment placed at the end of a section or a document.

Answer: endnote

Diff: 2

Skill: Word Chapter 2, Skill 2: Insert and Modify Footnotes

82) In a report, the font for a footnote number is typically _____ than the font for the text.

Answer: smaller

Diff: 1

Skill: Word Chapter 2, Skill 2: Insert and Modify Footnotes

83) The Insert Footnote button is in the Footnote group of the _____ tab.

Answer: Reference

Diff: 1

Skill: Word Chapter 2, Skill 2: Insert and Modify Footnotes

84) A reference used to find information or data is a _____.

Answer: source

Diff: 2

Skill: Word Chapter 2, Skill 3: Add Sources

85) Sources listed in the _____ of the Source Manager dialog box are available only for the document in use.

Answer: Current List

Diff: 2

Skill: Word Chapter 2, Skill 3: Add Sources

86) Which fields are listed in the Create Source dialog box are determined by the _____ selected by the user.

Answer: source type

Diff: 3

Skill: Word Chapter 2, Skill 3: Add Sources

87) What is the citation option commonly used in business reports?

Answer: author-date

Diff: 3

Skill: Word Chapter 2, Skill 4: Insert Citations and Bibliographies

88) When a paragraph is formatted as _____, the first line of text is positioned to the left of left margin used for the rest of the paragraph.

Answer: hanging indent

Diff: 2

Skill: Word Chapter 2, Skill 4: Insert Citations and Bibliographies

89) When a citation field is inserted into a document, the sources stored in the Source Manager display in the _____.

Answer: Citation gallery

Diff: 3

Skill: Word Chapter 2, Skill 4: Insert Citations and Bibliographies

90) A compilation of sources cited in a report and listed on a separate page is a(n) _____.

Answer: bibliography

Diff: 2

Skill: Word Chapter 2, Skill 4: Insert Citations and Bibliographies

91) The symbols that commonly precede a bulleted list are selected from _____.

Answer: Bullets gallery

Diff: 2

Skill: Word Chapter 2, Skill 5: Format Bulleted and Numbered Lists

92) The Increase Indent button is in the _____ group on the Home tab

Answer: Paragraph

Diff: 1

Skill: Word Chapter 2, Skill 5: Format Bulleted and Numbered Lists

93) A(n) _____ is used to put in order a series of steps, a sequence of actions, or chronology.

Answer: numbered list

Diff: 2

Skill: Word Chapter 2, Skill 5: Format Bulleted and Numbered Lists

94) A symbol such as a small circle or a check mark appears before an item in a(n) _____.

Answer: bulleted list

Diff: 2

Skill: Word Chapter 2, Skill 5: Format Bulleted and Numbered Lists

95) A list of recipe ingredients would appear in a(n) _____.

Answer: bulleted list

Diff: 3

Skill: Word Chapter 2, Skill 5: Format Bulleted and Numbered Lists

96) Options that are not in the Paragraph group of the Home tab—such as first-line indent and Widow/Orphan control—can be set in the _____.

Answer: Paragraph dialog box

Diff: 2

Skill: Word Chapter 2, Skill 6: Set Paragraph Indents

97) If the first paragraph in a document is given the first-line indent, and if immediately afterwards the third paragraph is selected and the _____ keyboard shortcut is applied, then the third paragraph will be formatted with the first-line indent as well.

Answer: F4

Diff: 3

Skill: Word Chapter 2, Skill 6: Set Paragraph Indents

98) Paragraph formatting can be applied to multiple paragraphs simultaneously only if they are _____ before the formatting is applied.

Answer: selected

Diff: 3

Skill: Word Chapter 2, Skill 6: Set Paragraph Indents

99) The readability of longer reports can be improved by setting the line spacing to _____.

Answer: double-spacing

Diff: 3

Skill: Word Chapter 2, Skill 7: Modify Line and Paragraph Spacing

100) Line spacing can be set in the Paragraph dialog box or by clicking the _____ button on the Paragraph group of the Home tab.

Answer: Line and Paragraph Spacing

Diff: 2

Skill: Word Chapter 2, Skill 7: Modify Line and Paragraph Spacing

101) In a Word document or report, an element (e.g., heading) can be quickly formatted by modifying its _____.

Answer: style

Diff: 3

Skill: Word Chapter 2, Skill 8: Set Line and Page Break Options and Modify Styles

102) Which paragraph option keeps a heading together with at least two lines of text from the paragraph that follows, and prevents these from becoming separated across two pages?

Answer: Keep with next

Diff: 2

Skill: Word Chapter 2, Skill 8: Set Line and Page Break Options and Modify Styles

103) When a document header or footer is active, the _____ contextual tab appears.

Answer: Header & Footer Tools

Diff: 3

Skill: Word Chapter 2, Skill 10: Create Custom Headers and Footers

104) An option inserted into a document header or footer from the Quick Parts list is a(n) _____.

Answer: field

Diff: 3

Skill: Word Chapter 2, Skill 10: Create Custom Headers and Footers

105) A header or footer can be deactivated by _____ in the body of the document.

Answer: double-clicking

Diff: 2

Skill: Word Chapter 2, Skill 10: Create Custom Headers and Footers

Match each feature with its correct description.

- A) Distance between text lines in a paragraph
- B) Spacing between text and top, bottom, right, and left edges of paper
- C) Last line of paragraph displayed as first line of a page
- D) Spacing above and below a paragraph
- E) First line of a paragraph displayed as last line of a page

106) Line spacing

Diff: 2

Skill: Word Chapter 2, Skill 7: Modify Line and Paragraph Spacing

107) Paragraph spacing

Diff: 2

Skill: Word Chapter 2, Skill 7: Modify Line and Paragraph Spacing

108) Margin

Diff: 2

Skill: Word Chapter 2, Skill 9: View Multiple Pages and Set Margins

109) Widow

Diff: 2

Skill: Word Chapter 2, Skill 8: Set Line and Page Break Options and Modify Styles

110) Orphan

Diff: 2

Skill: Word Chapter 2, Skill 8: Set Line and Page Break Options and Modify Styles

Answers: 106) A 107) D 108) B 109) C 110) E

Match each paragraph option with its associated action.

- A) Keeping a heading and at least two lines of text that follows on same page
- B) The position of first line of paragraph relative to left edge of rest of paragraph
- C) Position of paragraph lines relative to page margins
- D) First line of a paragraph extends to left of rest of paragraph

111) Indent

Diff: 2

Skill: Word Chapter 2, Skill 6: Set Paragraph Indents

112) First-line indent

Diff: 2

Skill: Word Chapter 2, Skill 6: Set Paragraph Indents

113) Hanging indent

Diff: 2

Skill: Word Chapter 2, Skill 4: Insert Citations and Bibliographies

114) Keep with next

Diff: 2

Skill: Word Chapter 2, Skill 8: Set Line and Page Break Options and Modify Styles

Answers: 111) C 112) B 113) D 114) A