

Exploring Microsoft Office Word 2016 Comprehensive (Poatsy/Grauer)
Word Chapter 2 Document Presentation

1) A(n) _____ is an item that you can individually select and manipulate within a document.

- A) property
- B) object
- C) style
- D) border

Answer: B

Diff: 2

Objective: Object Introduction

2) _____ is the process of modifying the text in a document by changing fonts and paragraph characteristics.

- A) Arranging
- B) Designing
- C) Laying out
- D) Formatting

Answer: D

Diff: 1

Objective: Text and Paragraph Formatting Introduction

3) The combination of typeface and type style is called a _____.

- A) property
- B) template
- C) font
- D) theme

Answer: C

Diff: 1

Objective: 1 Apply Font Attributes

4) Word's _____ feature permits you to select text then point to a font to see effect of the font on the text.

- A) Live Layout
- B) Live Preview
- C) WordArt
- D) Style

Answer: B

Diff: 2

Objective: 1 Apply Font Attributes

5) _____ are thin lines that begin and end the main strokes of each letter.

- A) Serifs
- B) Sizing handles
- C) Insights pane
- D) Status bar

Answer: A

Diff: 2

Objective: 1 Apply Font Attributes

6) Courier New is a(n) _____ font that uses the same amount of horizontal space for every character regardless of its width.

- A) absolute
- B) fixed space
- C) proportional
- D) monospaced

Answer: D

Diff: 2

Objective: 1 Apply Font Attributes

7) Arial is a _____ font that uses space according to the width of the character.

- A) relative
- B) fixed space
- C) proportional
- D) monospaced

Answer: C

Diff: 2

Objective: 1 Apply Font Attributes

8) A(n) _____ is two letters that are fashioned together into a single character.

- A) ligature
- B) style
- C) alignment
- D) font

Answer: A

Diff: 3

Objective: 1 Apply Font Attributes

9) Which alignment spreads the text evenly between the left and right margins so that text begins at

the left margin and ends uniformly at the right margin?

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

Answer: D

Diff: 2

Objective: 2 Format a Paragraph

10) Which alignment positions text horizontally in the center of a line, with an equal distance from both the left and right margins?

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

Answer: C

Diff: 1

Objective: 2 Format a Paragraph

11) Paragraph spacing is measured in _____.

- A) inches
- B) points
- C) picas
- D) characters

Answer: B

Diff: 3

Objective: 2 Format a Paragraph

12) In a _____ indent, the first line of a paragraph begins at the left margin, but all other lines in the paragraph are indented.

- A) first line
- B) right
- C) hanging
- D) left

Answer: C

Diff: 2

Objective: 2 Format a Paragraph

13) A(n) _____ is used to mark specific positions for text alignment.

- A) margin
- B) indent
- C) tab stop
- D) text box

Answer: C

Diff: 2

Objective: 2 Format a Paragraph

14) Which of the following is *not* a type of tab stop?

- A) Center
- B) Decimal
- C) Bar
- D) Line

Answer: D

Diff: 3

Objective: 2 Format a Paragraph

15) The default tab stops for a document are _____.

- A) left tabs set every 0.5"
- B) left tabs set every 0.25"
- C) right tabs set every 0.5"
- D) right tabs set every 0.25"

Answer: A

Diff: 3

Objective: 2 Format a Paragraph

16) A _____ is a series of dots or hyphens that connects two columns of information.

- A) border
- B) serif
- C) leader
- D) sizing handle

Answer: C

Diff: 2

Objective: 2 Format a Paragraph

17) A _____ is a line that surrounds a paragraph or an image.

- A) border
- B) bar
- C) leader
- D) sizing handle

Answer: A

Diff: 1

Objective: 2 Format a Paragraph

18)

To Check Your Grades

1. Click Grades
2. Click the application (Word, Excel, PowerPoint, or Access)
 - a. Click the chapter
 - i. Point to the project
 - ii. Click View Submission
 - iii. Click Summary Report (for a summary of errors)
 - b. Correct the errors if you have attempts remaining
 - c. Resubmit the project

The text indicated in the figure above represents a _____ list.

- A) numbered
- B) bulleted
- C) multilevel
- D) sequential

Answer: C

Diff: 2

Objective: 2 Format a Paragraph

19) _____ is a background color that appears behind text in a page or a table.

- A) Shading
- B) Highlighting
- C) Masking
- D) Filling

Answer: A

Diff: 1

Objective: 2 Format a Paragraph

20) A document _____ is a set of coordinated fonts, colors, and special effects.

- A) theme
- B) template
- C) style
- D) form

Answer: A

Diff: 2

Objective: 3 Format a Document

21) The new blank Word document is based on the _____ theme.

- A) Standard
- B) Office
- C) Letter
- D) Memo

Answer: B

Diff: 2

Objective: 3 Format a Document

22) You would insert a(n) _____ break to divide a document into separate parts.

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

Answer: D

Diff: 2

Objective: 3 Format a Document

23) Which of the following is *not* a section break?

- A) Next Page
- B) Even Page
- C) Continuous
- D) Contiguous

Answer: D

Diff: 3

Objective: 3 Format a Document

24) Which of the following section breaks does *not* have to begin at the top of a page?

- A) Odd Page
- B) Even Page
- C) Next Page
- D) Continuous

Answer: D

Diff: 3

Objective: 3 Format a Document

25) A _____ is a named collection of formatting characteristics.

- A) theme
- B) style
- C) template
- D) layout

Answer: B

Diff: 2

Objective: 4 Apply Styles

26) Which of the following is an example of a style?

- A) Heading 2
- B) Arial
- C) Organic
- D) Bold

Answer: A

Diff: 3

Objective: 4 Apply Styles

27) Which of the following is *not* a text wrap option?

- A) In Line with Text
- B) Round
- C) Square
- D) Tight

Answer: B

Diff: 3

Objective: 5 Insert and Format Objects

28) Which of the following text wrap options has the text follow the shape of the object, but does not overlap the object?

- A) Top and Bottom
- B) Round
- C) Through
- D) Tight

Answer: D

Diff: 2

Objective: 5 Insert and Format Objects

29) Which of the following text wrap options wraps the text on all sides of an object?

- A) Top and Bottom
- B) Square
- C) Behind Text
- D) Box

Answer: B

Diff: 2

Objective: 5 Insert and Format Objects

30) You can adjust the dimensions of a picture by using _____.

- A) sizing handles
- B) Live Preview
- C) Live Layout
- D) tab stops

Answer: A

Diff: 1

Objective: 5 Insert and Format Objects

31) _____ an image eliminates unwanted portions of the image.

- A) Trimming
- B) Cropping
- C) Snipping
- D) Clipping

Answer: B

Diff: 1

Objective: 5 Insert and Format Objects

32) The horizontal or vertical green bars that appear as an object is dragged are called _____.

- A) sizing handles
- B) hanging indents
- C) alignment guides
- D) tab stops

Answer: C

Diff: 2

Objective: 5 Insert and Format Objects

33) The series of faint dots on the outside border of a selected object are called _____.

- A) sizing handles
- B) borders
- C) alignment guides
- D) tab stops

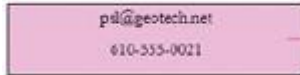
Answer: A

Diff: 2

Objective: 5 Insert and Format Objects

34)

Courtesy of Phillips Studio L Photography



The object indicated in the figure above represents a(n) _____.

- A) First line indent
- B) style set
- C) tab stop
- D) text box

Answer: D

Diff: 1

Objective: 5 Insert and Format Objects

35) You can use _____ to modify text with special effects such as shadows and 3-D effects.

- A) WordArt
- B) SmartArt
- C) Format Painter
- D) Fill

Answer: A

Diff: 2

Objective: 5 Insert and Format Objects

36) The crop indicator consists of _____ around the selected picture.

- A) a series of faint dots
- B) dark thick lines
- C) dashed lines
- D) horizontal and vertical green bars

Answer: B

Diff: 3

Objective: 5 Insert and Format Objects

37) When the _____ setting is on, any change made to a dimension—either width or height—of a picture, automatically adjusts the other dimension as well.

- A) Dynamic
- B) Proportional
- C) Monospaced
- D) Lock aspect ratio

Answer: D

Diff: 3

Objective: 5 Insert and Format Objects

38) Text boxes and pictures are examples of _____.

Answer: objects

Diff: 2

Objective: Object Introduction

39) You could use a(n) _____ to draw attention to specific text.

Answer: text box

Diff: 2

Objective: Object Introduction

40) _____ can be used to modify text with special effects such as colors and gradients.

Answer: WordArt

Diff: 2

Objective: Text and Paragraph Formatting Introduction

41) A(n) _____ consists of the typeface and the type style.

Answer: font

Diff: 1

Objective: 1 Apply Font Attributes

42) Times New Roman and Verdana are examples of _____.

Answer: fonts

Diff: 2

Objective: 1 Apply Font Attributes

43) A(n) _____ font such as Times New Roman is usually used with large amounts of text.

Answer: serif

Diff: 2

Objective: 1 Apply Font Attributes

44) A(n) _____ font such as Calibri is usually used in titles, headlines, corporate logos.

Answer: sans serif

Diff: 2

Objective: 1 Apply Font Attributes

45)  is an example of a(n) _____.

Answer: ligature, glyph

Diff: 2

Objective: 1 Apply Font Attributes

46) The term _____ indicates to how the text is positioned relative to the margins.

Answer: alignment

Diff: 2

Objective: 2 Format a Paragraph

47) The _____ alignment begins evenly at the left margin and ends in an uneven right edge.

Answer: left

Diff: 1

Objective: 2 Format a Paragraph

48) The _____ alignment aligns the text at the right margin with a ragged left edge.

Answer: right

Diff: 1

Objective: 2 Format a Paragraph

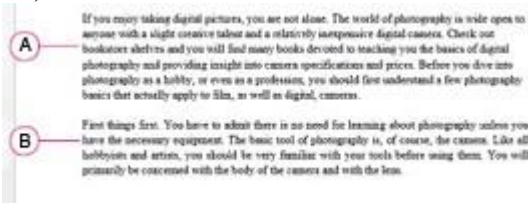
49) Magazines and newspapers often use the _____ alignment for article text.

Answer: justified

Diff: 2

Objective: 2 Format a Paragraph

50)



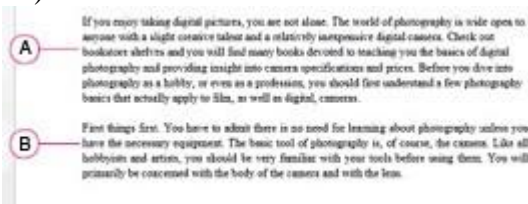
Using the figure shown above, the text identified by A is an example of _____ alignment.

Answer: left

Diff: 2

Objective: 2 Format a Paragraph

51)



Using the figure shown above, the text identified by B is an example of _____ alignment.

Answer: justified

Diff: 2

Objective: 2 Format a Paragraph

52) _____ spacing refers to the amount of space between paragraphs.

Answer: Paragraph

Diff: 1

Objective: 2 Format a Paragraph

53) _____ spacing refers to the amount of space between lines.

Answer: Line

Diff: 1

Objective: 2 Format a Paragraph

54) The term _____ is a setting related to how part of a paragraph is distanced from one or more margins.

Answer: indent

Diff: 2

Objective: 2 Format a Paragraph

55) A(n) _____ tab stop sets the starting position on the left, so that typed text moves to the right of the tab setting.

Answer: left

Diff: 2

Objective: 2 Format a Paragraph

56) In a(n) _____ indent, the first line of each paragraph is set off from the left margin.

Answer: first line

Diff: 1

Objective: 2 Format a Paragraph

57) A(n) _____ tab stop sets the middle point of the typed text and typed text is centered on that tab setting.

Answer: center

Diff: 1

Objective: 2 Format a Paragraph

58)



The icon shown in the figure above represents a(n) _____ tab stop.

Answer: decimal

Diff: 3

Objective: 2 Format a Paragraph

59) A(n) _____ is a line that surrounds a page or a table.

Answer: border

Diff: 1

Objective: 2 Format a Paragraph

60) _____ is a background color that appears behind text in a paragraph.

Answer: Shading

Diff: 2

Objective: 2 Format a Paragraph

61) A(n) _____ list uses graphic elements to identify items in a list.

Answer: bulleted

Diff: 2

Objective: 2 Format a Paragraph

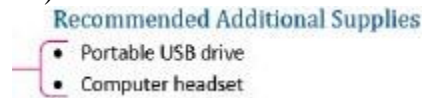
62) A(n) _____ list sequences items in a list by displaying successive indicators beside each item.

Answer: numbered

Diff: 2

Objective: 2 Format a Paragraph

63)



The two lines indicated in the figure above represent a(n) _____.

Answer: bulleted list

Diff: 1

Objective: 2 Format a Paragraph

64) You would use a(n) _____ section break to format text in the middle of a page into columns.

Answer: continuous

Diff: 2

Objective: 3 Format a Document

65) If you were creating a newsletter, you would use _____ to separate text into side-by-side vertical blocks.

Answer: columns

Diff: 2

Objective: 3 Format a Document

66) You would use a(n) _____ style to format one or more selected characters within a paragraph.

Answer: character

Diff: 1

Objective: 4 Apply Styles

67) You would use a(n) _____ style to change an entire paragraph.

Answer: paragraph

Diff: 1

Objective: 4 Apply Styles

68) Heading 1 is an example of a(n) _____.

Answer: style

Diff: 3

Objective: 4 Apply Styles

69) A(n) _____ is a graphic image, like a drawing or photograph.

Answer: picture

Diff: 2

Objective: 5 Insert and Format Objects

70) The _____ text wrap option has the text follow the shape of the object, filling any open spaces in the shape.

Answer: Through

Diff: 3

Objective: 5 Insert and Format Objects

71) You would use Word's _____ tool to trim the edges of a picture that you do not want displayed.

Answer: Crop

Diff: 2

Objective: 5 Insert and Format Objects

72) A sans serif font contains thin lines on its characters.

Answer: FALSE

Diff: 2

Objective: 1 Apply Font Attributes

73) Word's Live Layout feature permits you to select text and point to a font to see the effect of the font on the text.

Answer: FALSE

Diff: 2

Objective: 1 Apply Font Attributes

74) The text in the body of a newspaper or a magazine is usually formatted in a serif font.

Answer: TRUE

Diff: 2

Objective: 1 Apply Font Attributes

75) Most business documents are best formatted using an 11- or 12-point serif font.

Answer: TRUE

Diff: 3

Objective: 1 Apply Font Attributes

76) Center alignment spreads the text evenly between the left and right margins so that text begins at the left margin and ends uniformly at the right margin.

Answer: FALSE

Diff: 2

Objective: 2 Format a Paragraph

77) Paragraph spacing is measured by the number of lines between paragraphs.

Answer: FALSE

Diff: 3

Objective: 2 Format a Paragraph

78) In a hanging indent, the first line of each paragraph is set off from the left margin.

Answer: FALSE

Diff: 2

Objective: 2 Format a Paragraph

79) Lengthy quotes are often set apart by indenting the text from both the left and right margins.

Answer: TRUE

Diff: 2

Objective: 2 Format a Paragraph

80) A right tab stop sets the starting position on the right, so typed text moves to the left of that tab setting and aligns on the right.

Answer: TRUE

Diff: 1

Objective: 2 Format a Paragraph

81) A bulleted list uses graphic elements to identify items in a list.

Answer: TRUE

Diff: 1

Objective: 2 Format a Paragraph

82) A tab stop can be removed by dragging it off the ruler.

Answer: TRUE

Diff: 1

Objective: 3 Format a Document

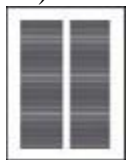
83) You would use a section break to divide a document into parts.

Answer: TRUE

Diff: 2

Objective: 3 Format a Document

84)



The figure shown above represents a page separated into sections.

Answer: FALSE

Diff: 1

Objective: 3 Format a Document

85) A style set is a group of title, heading, and paragraph styles.

Answer: TRUE

Diff: 2

Objective: 4 Apply Styles

86) Tables and pictures are examples of objects.

Answer: TRUE

Diff: 2

Objective: Object Introduction

87) An icon is a graphic image, like a drawing or photograph.

Answer: FALSE

Diff: 2

Objective: 5 Insert and Format Objects

88) The tight text wrap option wraps the text on all sides of an object, following an invisible square.

Answer: FALSE

Diff: 2

Objective: 5 Insert and Format Objects

89) It is *not* recommended to drag the center sizing handles when resizing a picture.

Answer: TRUE

Diff: 2

Objective: 5 Insert and Format Objects

90) When cropping a picture, you must be careful; once it has been cropped, the missing parts *cannot* be restored.

Answer: FALSE

Diff: 2

Objective: 5 Insert and Format Objects

91) Like pictures, text boxes can be selected, moved, resized, and modified.

Answer: TRUE

Diff: 1

Objective: 5 Insert and Format Objects

92) You can use SmartArt to create decorative text that can be used to add interest to the text used in your document.

Answer: FALSE

Diff: 2

Objective: 5 Insert and Format Objects

93) Match each of the following terms to their meanings:

- I. Font
- II. Shading
- III. Border
- IV. Leader
- V. Object

- A. Line surrounding a paragraph, page, or a table
- B. Combination of typeface and type style
- C. Series of dots or hyphens that connects two columns of information
- D. Item that can be individually selected and manipulated in a document
- E. Background color that appears behind text in a paragraph, page, or table element

Answer: B, E, A, C, D

Diff: 3

Objective: Multiple Objectives

94) Match each of the following terms to their meanings:

- I. Line spacing
- II. Paragraph spacing
- III. Indent
- IV. Columns
- V. Section break

- A. Setting that determines how a paragraph is distanced from one or more margins
- B. Amount of space before or after a paragraph
- C. Vertical spacing between lines in a paragraph
- D. Format that separates document text into side-by-side vertical blocks
- E. Divides a document into parts, enabling different formatting for each part

Answer: C, B, A, D, E

Diff: 3

Objective: Multiple Objectives

95) Match each of the following terms to their meanings:

- I. Ligature
- II. Crop
- III. Bulleted list
- IV. Numbered list
- V. Sizing handle

- A. Graphic element that itemizes and separates paragraph text to increase readability
- B. Reduces an image size by eliminating unwanted portions of the image
- C. Series of dots on the outside border of an object that enables the object's dimensions to be adjusted
- D. Sequences items in a list by displaying successive indicators beside each item
- E. Two letters that are combined together into a single character

Answer: E, B, A, D, C

Diff: 3

Objective: Multiple Objectives

96) Match each of the following terms to their meanings:

- I. Center alignment
- II. Hanging indent
- III. First line indent
- IV. Justified alignment
- V. Alignment guide

- A. Marks the location to indent only the first line in a paragraph
- B. Horizontal or vertical green bar that assists in positioning an object with text or with another object
- C. Aligns the first line of a paragraph at the left margin, indenting remaining lines in the paragraph
- D. Spreads text evenly between the left and right margins, so that text begins at the left margin and ends uniformly at the right margin
- E. Positions text horizontally an equal distance from both the left and right margins

Answer: E, C, A, D, B

Diff: 3

Objective: Multiple Objectives

97) Match each of the following terms to their meanings:

- I. Monospaced
- II. Proportional
- III. Picture
- IV. Serif
- V. Text box

- A. Graphic image like a drawing or photograph
- B. Bordered area used to focus attention to specific text
- C. Uses space according to the width of the character
- D. Thin line that begins and ends the main strokes of each letter
- E. Uses the same amount of horizontal space for every character regardless of its width

Answer: E, C, A, D, B

Diff: 3

Objective: Multiple Objectives

98) Match each of the following terms to their meanings:

- I. Live Layout
- II. WordArt
- III. Live Preview
- IV. Style
- V. Document theme

- A. Enables you to select text and point to a font to see effect of the font on the text
- B. Set of coordinating fonts, colors, and special effects used to give a stylish and professional look
- C. Creates decorative text that can be used to add interest to the text used in a document
- D. Collection of formatting characteristics that can be applied to text or paragraphs
- E. Enables you to watch text flow around an object as the object is moved

Answer: E, C, A, D, B

Diff: 3

Objective: Multiple Objectives

99) Match each of the following terms to their meanings:

- I. Left tab stop
- II. Right tab stop
- III. Center tab stop
- IV. Bar tab stop
- V. Decimal tab stop

- A. Sets the start position on the left, so typed text moves to the right of the tab setting
- B. Sets the middle point of the typed text and typed text is centered on that tab setting
- C. Inserts a vertical line at the tab setting
- D. Aligns numbers on a decimal point
- E. Sets the start position on the right, so typed text moves to the left of that tab setting and aligns on the right

Answer: A, E, B, C, D

Diff: 1

Objective: 2 Format a Paragraph

100) Match each of the following terms to their meanings:

- I. Left indent
- II. Right indent
- III. Tab stop
- IV. Left alignment
- V. Right alignment

- A. Marker specifying the position for aligning text in a column arrangement
- B. Setting that positions all text in a paragraph an equal distance from the right margin
- C. Begins text evenly at the left margin producing a ragged right edge
- D. Setting that positions all text in a paragraph an equal distance from the left margin
- E. Begins text evenly at the right margin producing a ragged left edge

Answer: D, B, A, C, E

Diff: 3

Objective: 2 Format a Paragraph