Word 2007 Lesson 2 Worksheet

**True/False**
Indicate whether the statement is true or false.

_____ 1. Something that is horizontal goes from top to bottom.

_____ 2. Another name for a tab stop is a first line indent.

_____ 3. You can locate any tab stops that have been inserted into a document by looking at the horizontal ruler.

_____ 4. When you change a document's margins, you are adjusting the amount of space between its individual characters.

_____ 5. Calibri is the default font for Word 2007.

_____ 6. An 11-pt font is larger than a 22-pt font.

_____ 7. The horizontal ruler can be used to quickly change many settings, such as the right indent.

_____ 8. Creating well-formatted documents is important because a document's formatting is often the first thing readers will notice.

_____ 9. If you are writing a report and want to draw attention to a list of five major points, you could create a bulleted list.

_____ 10. One way to make a word or sentence stand out is to format it in a different color.

_____ 11. Different types of paragraph alignment include left, center, and first line indent.

_____ 12. If you do not want specific text to be visible on-screen, you can open the Font dialog box and click Hidden under Effects.

_____ 13. If you want one paragraph within a document to be indented further than the other paragraphs, use the Page Setup dialog box to change the paragraph's margins.

_____ 14. Once you have created a bulleted list, the only way to remove the bullets is to delete the entire list and key it again.

_____ 15. While you can add a variety of different borders to a paragraph, they can only be one color: black.

Multiple Choice
Identify the choice that best completes the statement or answers the question.

____ 16. Which of the following is **not** an example of a font style?
    a. bold
    b. italic
    c. 11 pt
    d. underline

____ 17. Which of the following characters represents a tab on-screen when Show/Hide is selected?
    a. |
    b. ¶
    c. →
    d. ↵

____ 18. Which of these buttons opens a menu that will let you change the case of selected words?
    a.
    b.
    c.
    d.

____ 19. Which of the following is **not** a font formatting option that can be changed in the Quick Styles gallery?
    a. font shading
    b. font size
    c. font style
    d. font color

____ 20.
Setting ____ is an example of page formatting.
    a. the first line indent
    b. margins
    c. font size
    d. alignment

____ 21. One way to set a hanging indent is to use the Paragraph dialog box; another way is to use the ____.
    a. Quick Access Toolbar
    b. Align Text Left button
    c. horizontal ruler
    d. vertical ruler

____ 22. The amount of blank space between the lines in a document is referred to as ____.
    a. indentation
    b. alignment
    c. character formatting
    d. line spacing

____ 23. The ____ marker indicates the point at which text will wrap to the next line in the document.
    a. Hanging indent
    b. Left indent
    c. Right indent
    d. Tab

____ 24. You can apply boldface to selected text by pressing ____.
    a. [CTRL]+[B]
    b. [SHIFT]+[B]
    c. [CTRL]+[U]
    d. [SHIFT]+[U]

____ 25. The word *memo* is short for ____.
    a. memory
    b. memorandum
    c. memoir
    d. memorable

____ 26. The ____ button is contained on the Home tab in the Paragraph group.
    a. Bullets
    b. Change Case
    c. Text Highlight Color
    d. Underline

____ 27. Where would you look in the Borders and Shading dialog box to see if your border will have four sides?
    a. Setting box
    b. Style box
    c. Width box
    d. Preview box

____ 28. If you want to increase the amount of space between the characters in a word, select ____ on the Character Spacing tab in the Font dialog box.
    a. Expanded   c. Scaled
    b. Condensed   d. Increased

____ 29. Borders ____.
    a. always have four sides
    b. are always applied to paragraphs
    c. are always applied to entire pages
    d. can be applied either to paragraphs or to entire pages

____ 30. If you were creating an outline numbered list and wanted to increase the level of indentation of one of its item, you could select that item and click ____.
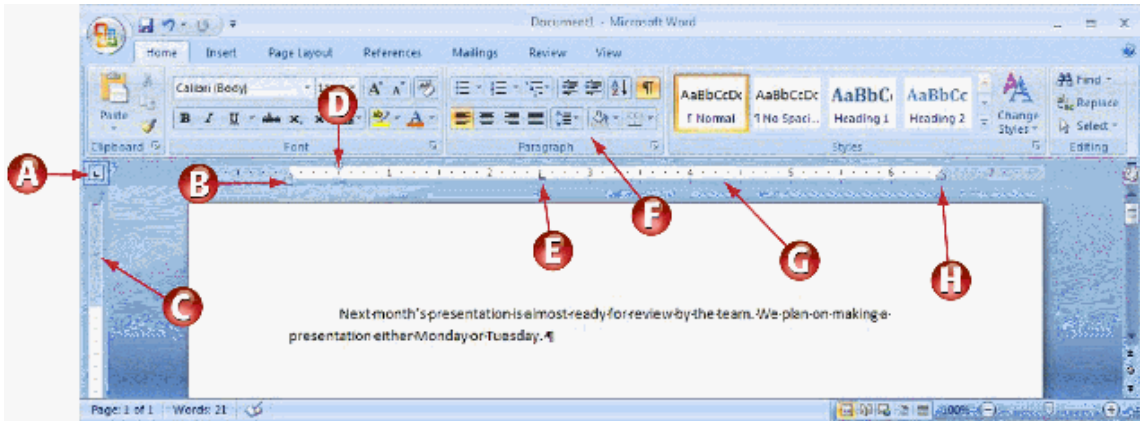   a.   c.
    b.   d.

Matching

Match each item with the correct tool name.

    a.   g.
    b.   h.
    c.   i.
    d.   j.
    e.   B   k.
    f.   Aa   l.

____ 31. Underline

____ 32. Font Color

____ 33. Bold

____ 34. Format Painter

____ 35. Align Text Right

____ 36. Center

____ 37. Numbering

____ 38. Bullets

____ 39. Italic

____ 40. Text Highlight Color

____ 41. Change Case

____ 42. Decrease Indent

Match each item with the correct tool name.

a. A	e. E
b. B	f. F
c. C	g. G
d. D	h. H

____ 43. Left tab button

____ 44. Line spacing button

____ 45. Tab stop

____ 46. Right Indent marker

____ 47. Left Indent marker

____ 48. Top margin

____ 49. Horizontal Ruler

____ 50. First Line Indent marker

Word Lesson 2
Answer Section

TRUE/FALSE

 1. ANS: F   PTS: 1   REF: p. 36
 2. ANS: F   PTS: 1   REF: pp. 36, 51 NAT: MCAS Word 2.1
 3. ANS: T   PTS: 1   REF: p. 36
 4. ANS: F   PTS: 1   REF: p. 35   NAT: MCAS Word 1.2
 5. ANS: T   PTS: 1   REF: p. 38   NAT: MCAS Word 2.1
 6. ANS: F   PTS: 1   REF: p. 38   NAT: MCAS Word 2.1
 7. ANS: T   PTS: 1   REF: p. 51   NAT: MCAS Word 2.1
 8. ANS: T   PTS: 1   REF: p. 31
 9. ANS: T   PTS: 1   REF: p. 46   NAT: MCAS Word 4.2
10. ANS: T   PTS: 1   REF: p. 39   NAT: MCAS Word 2.1
11. ANS: F   PTS: 1   REF: p. 44   NAT: MCAS Word 2.1
12. ANS: T   PTS: 1   REF: p. 42   NAT: MCAS Word 2.1
13. ANS: F   PTS: 1   REF: p. 51   NAT: MCAS Word 2.1
14. ANS: F   PTS: 1   REF: p. 47   NAT: MCAS Word 2.1
15. ANS: F   PTS: 1   REF: p. 52

MULTIPLE CHOICE

16. ANS: C   PTS: 1   REF: p. 39   NAT: MCAS Word 2.1
17. ANS: C   PTS: 1   REF: p. 36
18. ANS: A   PTS: 1   REF: p. 41   NAT: MCAS Word 2.1
19. ANS: A   PTS: 1   REF: p. 54   NAT: MCAS Word 1.1
20. ANS: B   PTS: 1   REF: p. 35   NAT: MCAS Word 1.2
21. ANS: C   PTS: 1   REF: p. 51   NAT: MCAS Word 2.1
22. ANS: D   PTS: 1   REF: p. 43   NAT: MCAS Word 2.1
23. ANS: C   PTS: 1   REF: p. 51   NAT: MCAS Word 2.1
24. ANS: A   PTS: 1   REF: p. 40   NAT: MCAS Word 2.1
25. ANS: B   PTS: 1   REF: p. 40
26. ANS: A   PTS: 1   REF: p. 46   NAT: MCAS Word 4.2
27. ANS: D   PTS: 1   REF: p. 52
28. ANS: A   PTS: 1   REF: p. 53   NAT: MCAS Word 2.1
29. ANS: D   PTS: 1   REF: p. 52
30. ANS: C   PTS: 1   REF: p. 50   NAT: MCAS Word 2.1

MATCHING

31. ANS: G   PTS: 1   REF: pp. 39, 40, 41, 42, 44, 45, 46, 50
32. ANS: B   PTS: 1
33. ANS: E   PTS: 1
34. ANS: A   PTS: 1

35. ANS: I   PTS: 1
36. ANS: C   PTS: 1
37. ANS: H   PTS: 1
38. ANS: D   PTS: 1
39. ANS: J   PTS: 1
40. ANS: L   PTS: 1
41. ANS: F   PTS: 1
42. ANS: K   PTS: 1

43. ANS: A   PTS: 1   REF: pp. 35, 36, 43, 48, 51
44. ANS: F   PTS: 1
45. ANS: E   PTS: 1
46. ANS: H   PTS: 1
47. ANS: B   PTS: 1
48. ANS: C   PTS: 1
49. ANS: G   PTS: 1
50. ANS: D   PTS: 1