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.
2. title page
3. application page
4. operating page
5. start page
6. To remove an existing border from a paragraph, click the Borders arrow, then click \_\_\_\_\_.
7. Remove All
8. No Border
9. Delete
10. Refresh
11. The Increase Indent button ( HOME tab | Paragraph group ) changes the left indent by \_\_\_\_ each time it is clicked.
12. ¼ inch
13. ½ inch
14. 1 inch
15. 100 pixels
16. Each shape in the SmartArt graphic initially shows \_\_\_\_\_, which indicate(s) where text can be typed in.
17. bold highlights
18. tools
19. screen tips
20. placeholder text
21. Text formatted in \_\_\_\_\_ displays letters that look like capital letters, but which are not as tall as a typical capital letter.
22. reduced size
23. small view
24. short letter
25. small caps
26. A \_\_\_\_\_ is text that prints at the top of each page in a document.
27. title
28. placeholder
29. header
30. footer
31. To remove shading from a cell in a table, click the Shading arrow and then click \_\_\_\_\_.
32. No Color
33. Remove
34. Erase Color
35. Blank
36. To center a table horizontally between the margins, click the \_\_\_\_\_ button ( HOME tab | Paragraph group ).
37. Split
38. Center
39. Align
40. Position
41. To update a calculated field in a table, select the field and press \_\_\_\_\_.
42. ESC
43. F9
44. Home
45. CTRL+TAB
46. A \_\_\_\_\_ defines one font for headings and another for body text.
47. section
48. placeholder
49. font set
50. 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.