**Test #2 Review**

Which of the following is NOT a text wrap option?

|  |  |
| --- | --- |
| a. Square | c. Behind Text |
| b. Tight | d. Next to Text |

Which of the following is NOT an option on the Format (Picture Tools) Contextual Tab?

|  |  |
| --- | --- |
| a. Corrections | c. Crop |
| b. Wrap Text | d. Reshape |

Which of the following is NOT an option for Insert Table?

|  |  |
| --- | --- |
| a. Number of Columns | c. Number of Rows |
| b. AutoFit to Contents | d. Fixed Row Height |

Which tab do you click on to change the Watermark?

|  |  |
| --- | --- |
| a. Home | c. Layout |
| b. Design | d. References |

Which of the following is NOT a Shape Type?

|  |  |
| --- | --- |
| a. Basic Shapes | c. Block Arrows |
| b. Advanced Shapes | d. Flowchart |

Which tab do you click on to create a numbered list?

|  |  |
| --- | --- |
| a. Home | c. Layout |
| b. Insert | d. References |

Options under Page Number (in Header) include all of the following EXCEPT:

|  |  |
| --- | --- |
| a. Top of Page | c. Page Margins |
| b. Bottom of Page | d. Left Margin |

To show your Rulers, click on which tab?

|  |  |
| --- | --- |
| a. Home | c. References |
| b. Insert | d. View |

Which of the following is NOT a Break option?

|  |  |
| --- | --- |
| a. Page | c. Column |
| b. Hide | d. Continuous |

Two important types of breaks for you to know are\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_?

|  |  |
| --- | --- |
| a. Complementary; Page | c. Column; Text |
| b. Continuous; New | d. Column; Continuous |

What type of break do you use to go from the first column to the second?

|  |  |
| --- | --- |
| a. Next | c. Column |
| b. Continuous | d. Page |

To add images, go to the \_\_\_\_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_\_\_ section?

|  |  |
| --- | --- |
| a. Insert - Links | c. Insert - Illustrations |
| b. Home - Illustrations | d. View – Clip Art |

A continuous break changes the format on the \_\_\_\_\_\_\_\_\_\_\_ page.

|  |  |
| --- | --- |
| a. Next | c. Same |
| b. Previous | d. Last |

A new blank word document has how many columns in it?

|  |  |
| --- | --- |
| a. 0 | c. 2 |
| b. 1 | d. 3 |

All of these are types of columns that you can select except?

|  |  |
| --- | --- |
| a. 1 | c. Middle |
| b. Left | d. 2 |

A column break is defined as?

|  |  |
| --- | --- |
| a. Text will begin in the next column | c. Text will begin on the next page |
| b. Start new section on the same page | d. Start new column on the next page |

All of these are options under the Text Box Format – Contextual Tab except?

|  |  |
| --- | --- |
| a. Shape Effect | c. Text Direction |
| b. Text Effect | d. Page Borders |

How do you add color to the inside of the text box?

|  |  |
| --- | --- |
| a. Shadow Effect | c. 3D Effect |
| b. Shape Fill | d. Shape Outline |

To write your name using a line, you could use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

|  |  |
| --- | --- |
| a. Shapes – Lines - Curve | c. Insert – Clip Art |
| b. Shapes – Lines – Curve Connector | d. Shapes – Lines - Arrows |

To insert a text box, go to the Insert Tab and then to the \_\_\_\_\_\_\_\_\_\_\_\_ section?

|  |  |
| --- | --- |
| a. Tables | c. Text |
| b. Illustrations | d. Links |

Once you have inserted a text box, what tab allows you to format the text box?

|  |  |
| --- | --- |
| a. Layout | c. Home |
| b. Format – Contextual Tab | d. Insert |

To switch from 1 column to 2 or 3 columns go to which tab?

|  |  |
| --- | --- |
| a. Insert | c. Layout |
| b. Home | d. View |

To rotate the text in a text box, go to \_\_\_\_\_\_\_\_\_\_\_\_\_?

|  |  |
| --- | --- |
| a. Format – Text Box Styles | c. Layout - Themes |
| b. Home - Font | d. Format - Text |

How do you put a table in your document?

|  |  |
| --- | --- |
| a. Drawing one | c. Format - Table |
| b. Insert - Text | d. Insert – Table |

Which button shows you each time the Enter key has been pressed?

|  |  |
| --- | --- |
| a. ¶ | c. ᵠ |
| b. ‡ | d. ж |

To change the width of a column, go to Layout – Columns - \_\_\_\_\_\_\_\_\_?

|  |  |
| --- | --- |
| a. One Column | c. Two Columns |
| b. More Columns | d. None of these |

To insert a STAR into your document, go to?

|  |  |
| --- | --- |
| a. Home - Font | c. Insert – Quick Parts |
| b. Insert - Shapes | d. Layout – Themes |
|  |  |

What is the name of the tabs that appear depending on what you have inserted?

|  |  |
| --- | --- |
| a. Appearing tabs | c. Contextual tabs |
| b. Help tabs | d. Defining tabs |

**True/False:**

To add a page border like you did for the Theme Park assignment, go to the Design tab and then to the Page Background section.

You can go from 1 column to 2 columns and then back to 1 column all on the same page.

The main toolbar at the top of the screen is called the RIBBON.

The 5-point star shape can be found in the basic shapes section.

You can change the thickness of the lines of a text box.

You can put a text box inside a shape that you inserted.

You can set the column width manually or chose to have them stay at equal width.

A watermark can only be text.

To add a watermark to your document; go to Insert - Watermark.

If you do not manually insert a column break then text will fill up that entire column, reaching the bottom of the page, before wrapping to the next column.