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| 1. The default view in Word is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |

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| 2. To enter a blank line into a document, press the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ key without typing any text on the line. |

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| 3. Press the ENTER key in all of the following circumstances EXCEPT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |

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| 4. When Word flags a possible spelling or grammar error, it also changes the Spelling and Grammar Check icon to a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |

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| 5. If a flagged word is spelled correctly, right-click it and then click \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on the shortcut menu to instruct Word not to flag future occurrences of the same word in this document. |

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| 6. To move left one word with the keyboard, press the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ key(s). |

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| 7. To move to the beginning of a line with the keyboard, press the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ key(s). |

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| 8. To move to the end of the document, press the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ key(s). |

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| 9. To move to the right one word, press the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ key(s). |

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| 10. To move up one paragraph, press the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ key(s). |

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| 11. To move down one paragraph, press the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ key(s). |

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| 12. To move to the bottom of a document window, press the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ key(s). |

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| 13. To move to the top of a document window, press the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ key(s). |

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| 14. When you use the keyboard to scroll to a different position in the document, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ automatically moves when you press the desired keys.   |  |  | | --- | --- | |  |  | |

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| 15. \_\_\_\_ formatting is the process of changing the way letters, numbers, punctuation marks, and symbols appear on the screen and in print. |

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| 16. Word includes a variety of document \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to assist you with coordinating visual elements in a document. |

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| 17. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or typeface, defines the appearance and shape of letters, numbers, and special characters. |

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| 18. On most computers, the default font size in Word is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |

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| 19. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ paragraph is a paragraph that begins with a dot or other symbol. |

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| 20. The file type \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ identifies a Word 2016 document. |

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| 21. Which of the following colors suggests neutrality? |

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| 22. With more than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ predefined color schemes, Word provides a simple way to select colors that work well together. |

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| 23. The default color scheme is called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |

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| 24. To select nonadjacent items, select the first item as usual, press and hold down the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ key, and then while holding down the key, select the additional items. |

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| 25. The small squares and circles around a selected graphic are called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ handles. |

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| 26. When you click the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ button for a selected graphic, Word provides options for changing how a graphic is positioned with text in a document. |

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| 27. To see the height and width of the currently selected graphic, look in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ group on the Picture Tools Format tab. |

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| 28. When you drag a graphic's \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ handle, the graphic moves in either a clockwise or counterclockwise direction. |

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| 29. To center a page's contents vertically between the top and bottom margins, click the Page Setup Dialog Box Launcher, click the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab, click the vertical alignment box arrow, click Center in the list, and then click the OK button. |

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| 30. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are types of changes that occur when text has been omitted from a document and must be inserted later. |

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| 31. Press the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ key(s) to erase one character to the left of the insertion point. |

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| 32. Press the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ key(s) to erase one character to the right of the insertion point. |

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