Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hour\_\_\_\_\_\_\_

Computer Applications

Word Processing Review Questions

1. Default margin settings in Office 2016 is \_\_\_\_\_\_\_\_ for top, bottom, left, and right.
2. Custom margins are found on the Ribbon tab \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ under the command group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. Horizontal alignment is aligning text between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. The \_\_\_\_\_\_\_\_\_\_\_\_\_ key allows you to see the measurements on the ruler as you drag your settings.
5. Tabs are on the Home Ribbon Tab under the command group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
6. Your computer normally will type to the right margin and then position text on the next line using the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ feature.
7. When text is moved away from the side margins you are using the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

feature.

1. Four ways you can horizontally align text are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. When the first line of text begins at the left margin and the remaining lines are indented a half inch you have used the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ feature.
3. If there are no blank lines of text when you key text you are using \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ spacing.
4. If the computer automatically takes you to the next page when you are keying you have used a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ break.
5. Two ways to set the margins on a document are to use the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
6. When extra spacing is used between words so the text begins at the left margin and ends at the right you have used \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ alignment.
7. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ feature reverses the last Undo.
8. To set a left indent you would move the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on the ruler.
9. To align information in columns you would use the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ feature.
10. A double space means you are leaving \_\_\_\_\_\_\_\_\_\_\_ blank line between lines of text.
11. To change a margin on the ruler the cursor must change into a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
12. The blank area around the edges of your paper at the top, bottom, left, and right is known as the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
13. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ contains the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ feature which compares your document with the computer’s dictionary.
14. To show the ruler you go to the Ribbon Tab \_\_\_\_\_\_\_\_\_\_\_\_\_ and check the ruler box in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ group name.
15. To divide words between syllables you use the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ feature.
16. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ break allows you to change margins on new page without affecting the margins on the previous page.
17. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_ feature reverses the last change you made in text.
18. To obtain a new page before your computer takes you to the next page you insert a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ break.
19. To change margins between paragraphs on a document you need to use a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ break.
20. If the text is aligning with the first letter in a column you are using the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

tab.

1. When you have three lines blank between lines of text you are using \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ spacing.
2. When you indent a paragraph without using the Tab Key this kind of indent is a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. A title is normally keyed in all caps using \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ horizontal alignment.
4. If the ending letters of words in a column are aligned you have used a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab.
5. SS means \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
6. DS means \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
7. QS means \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
8. If you move the triangle on the ruler away from the right margin, you are setting a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
9. The symbol for a left tab is \_\_\_\_\_\_\_\_\_\_\_\_\_.
10. The symbol for a right tab is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
11. A decimal tab symbol is \_\_\_\_\_\_\_\_\_\_\_\_.
12. When text is automatically written over as you key you are using the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ feature.
13. To enlarge or shrink the percent of document you are viewing you use the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ feature.
14. Vertical alignment would be found in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ group.
15. The file name is shown in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on the word screen.
16. *This sentence text shown is an example of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_being used.*
17. The U is used to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ text.
18. **Text that is printed darker has had the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ feature applied.**



1. The style of font shown on this ribbon is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ size \_\_\_\_\_\_\_\_.
2. The file name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. Circle the icon that would allow you to change case.
4. Label the margins that are showing in the picture.
5. Place an asterisk \* by the icon that would drop the document to the taskbar.