Chapter 10: Creating a Document

Quiz Yourself Answers

1. Nonprinting characters are characters that do not print and that control the format of the document. To display them, click the Show/Hide ¶ button in the Paragraph group on the Home tab.

2. To insert symbols not included in the AutoCorrect list, use the Symbol button in the Symbols group on the Insert tab.

3. To undo more than one action at a time, click the Undo button arrow, and then select an action in the list to undo it and all the actions following it (above it in the list).

4. The New from existing command opens a copy of a document as a new document so you can save it with a new name.

5. When you use drag-and-drop to move text, you cannot next use the Paste command to paste that text somewhere else because text moved or copied using drag-and-drop is not placed on the Clipboard.

6. A point is the unit of measurement used for type equal to 1/72 of an inch.

7. The default paragraph spacing in a Word document is zero points before a paragraph and 10 points after it. The default line spacing in a Word document is 1.15.

8. Justified text is a type of text alignment in which the both sides of the text are aligned along the margins.

9. The default tab stops are positioned every half-inch. When you insert a new tab stop, all of the default tab stops before it are deleted.

10. When you create a bulleted or a numbered list, a tab character is inserted between the bullet symbol or the number and the text, and then paragraph is formatted with a hanging indent.

11. To indent a paragraph one-half inch from the left margin, click the Increase Indent button in the Paragraph group on the Home tab, or drag the Left Indent marker to the .5-inch mark on the ruler.

12. The Format Painter will copy the format of a block of text to another block of text?

13. When you type text in the Search Document box in the Navigation Pane, all instances of the search text is immediately highlighted in the document.

14. Possible spelling errors, contextual spelling errors, and grammatical errors are flagged in a document with wavy underlines: red for spelling errors, blue for contextual spelling errors, and green for grammatical errors.

15. The Print tab in Backstage view shows a preview of the document as it will look when it is printed.