

- 1) What is the term for predefined document formatting options that include colors, font, and effects?
- 2) In theme colors, colors are included for which of the following?
- 3) What button do you select to change the typeface of the heading and text?
- 4) What menu tab contains themes?
- 5) In order to view the Themes available, click on the ____ button.
- 6) Word 2013 Document Themes can be automatically applied to older versions of Word.
- 7) In order to display a theme, what formatting do you need to apply?
- 8) Where can you save changes to preformatted themes?
- 9) Which of the following are the most common styles applied in a Word document theme?
- 10) On which tab can you locate the styles that can be applied to a Word document?
- 11) The Document Formatting group contains different _____.
- 12) Which of the following sets affects the whole document with predefined fonts and paragraph spacing?
- 13) What happens when you hover the mouse over the Document Formatting group?
- 14) When modifying a style set, _____ between text and background is important.
- 15) What is the term for the option to change the line and spacing for the entire document?
- 16) Which of the following options are available for page color background fill effect?
- 17) What is the term for a text or graphic displayed lightly behind document text?
- 18) Which of the following options are included on the Watermark Menu?
- 19) Which layout options are provided for text watermarks?
- 20) What becomes selected after you click the Page Color button to remove the Page Color background?
- 21) What is another name for Building Blocks?
- 22) What is an invisible, formatted box you can insert into a Word document?
- 23) What is a small section of text that is copied from a larger selection of text?
- 24) On which tab is the Text Box button providing the gallery of built-in text boxes located?
- 25) When a Text Box is inserted into a document, what tab appears?
- 26) What button do you select to determine how text is positioned around an object?

- 27) In order to change the shape of a text box from the Format tab, what do you select?
- 28) How do you save a selected text box shape for future use on the Insert tab?
- 29) A text or image that displays lightly behind text is called a ____.
- 30) ____ are reusable content such as text, graphics, and objects that are found under Quick Parts.
- 31) On which tab can you locate the button to insert special characters?
- 32) With which button can you locate special characters?
- 33) ____ is the industry standard for consistent encoding, representation, and handling of characters.
- 34) How do you convert the shape of a text box?
- 35) Equations can be entered by using which of the following tools?
- 36) In order to remove a watermark, which command from the Watermark menu do you use?
- 37) Adding a ____ improves the appearance of a document, and changing its color, width, and style adds emphasis.
- 38) Using the Layout dialog box, which text wrapping option will place the text box on the right of the text?
- 39) What command allows you to adjust the distance between lines of text?
- 40) Where can you find additional Text Box options?