

Content-Based Assessments

Summary

In this chapter, you created and formatted documents using Microsoft Word 2010. You inserted and formatted graphics, created and formatted bulleted and numbered lists, and created and formatted text boxes. You also created lists using tab stops with dot leaders, and created and modified a SmartArt graphic.

Key Terms

Alignment	68	Graphics	53	Right tab stop	78
Anchor	56	Inline object	54	Shapes	58
Artistic effects	57	Justified alignment	68	SmartArt	80
Bar tab stop	78	Leader characters	80	Spin box	55
Bulleted list	73	Left alignment	68	Subpoints	81
Bullets	73	Left tab stop	78	Tab stop	78
Center alignment	68	Line spacing	70	Text box	58
Center tab stop	78	Margins	67	Text effects	53
Decimal tab stop	78	Nonprinting		Text wrapping	56
Dot leader	80	characters	51	Toggle button	76
Drawing objects	53	Nudge	57	Top-level points	81
Field	62	Numbered list	73	Wordwrap	51
Floating object	55	Picture styles	57		
Formatting marks	51	Right alignment	68		

Matching

Match each term in the second column with its correct definition in the first column by writing the letter of the term on the blank line in front of the correct definition.

- _____ 1. Formats that make pictures look more like sketches or paintings.
- _____ 2. A small box with an upward- and downward-pointing arrow that enables you to move rapidly through a set of values by clicking.
- _____ 3. Small circles in the corners of a selected graphic with which you can resize the graphic proportionally.
- _____ 4. The manner in which text displays around an object.
- _____ 5. An object or graphic that can be moved independently of the surrounding text.
- _____ 6. The process of using the arrow keys to move an object in small precise increments.
- _____ 7. An object or graphic inserted in a document that acts like a character in a sentence.
- _____ 8. Frames, shapes, shadows, borders, and other special effects that can be added to an image to create an overall visual style for the image.
- _____ 9. Predefined drawing objects, such as stars, banners, arrows, and callouts, included with Microsoft Office, and that can be inserted into documents.

- A** Artistic effects
- B** Bullets
- C** Floating object
- D** Inline object
- E** Justified alignment
- F** Left alignment
- G** Line spacing
- H** Nudge
- I** Picture styles
- J** Shapes
- K** Sizing handles
- L** SmartArt
- M** Spin box
- N** Tab stop
- O** Text wrapping

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- _____ 10. A commonly used alignment of text in which text is aligned at the left margin, leaving the right margin uneven.
- _____ 11. An alignment of text in which the text is evenly aligned on both the left and right margins.
- _____ 12. The distance between lines of text in a paragraph.
- _____ 13. Text symbols such as small circles or check marks that introduce items in a list.
- _____ 14. A mark on the ruler that indicates the location where the insertion point will be placed when you press the Tab key.
- _____ 15. A designer-quality graphic used to create a visual representation of information.

Multiple Choice

Circle the correct answer.

- Characters that display on the screen to show the location of paragraphs, tabs, and spaces, but that do not print, are called:
 - text effects
 - bullets
 - formatting marks
- The placement of paragraph text relative to the left and right margins is referred to as:
 - alignment
 - spacing
 - indents
- The symbol that indicates to which paragraph an image is attached is:
 - a small arrow
 - an anchor
 - a paragraph mark
- A movable, resizable container for text or graphics is a:
 - text box
 - dialog box
 - SmartArt graphic
- A banner is an example of a predefined:
 - paragraph
 - format
 - shape
- A placeholder that displays preset content, such as the current date, the file name, a page number, or other stored information is:
 - a leader
 - a field
 - a tab
- The space between the text and the top, bottom, left, and right edges of the paper are referred to as:
 - alignment
 - margins
 - spacing
- A group of items in which items are displayed in order to indicate definite steps, a sequence of actions, or chronological order is a:
 - numbered list
 - bulleted list
 - outline list
- A series of dots following a tab that serve to guide the reader's eye is a:
 - leader
 - field
 - shape
- Tab stops are a form of:
 - line formatting
 - document formatting
 - paragraph formatting