

Test Your Knowledge

1. In Office 2010, a centralized space for file management tasks is:
 - A. a task pane
 - B. a dialog box
 - C. Backstage view
2. The commands Save, Save As, Open, and Close in Backstage view are located:
 - A. above the Backstage tabs
 - B. below the Backstage tabs
 - C. under the screen thumbnail
3. Details about a file, including the title, author name, subject, and keywords are known as:
 - A. document properties
 - B. formatting marks
 - C. KeyTips
4. An Office feature that displays a list of potential results is:
 - A. Live Preview
 - B. a contextual tab
 - C. a gallery
5. A type of formatting emphasis applied to text such as bold, italic, and underline, is called a:
 - A. font style
 - B. KeyTip
 - C. tag
6. A technology showing the result of applying formatting as you point to possible results is called:
 - A. Live Preview
 - B. Backstage view
 - C. gallery view
7. A temporary storage area that holds text or graphics that you select and then cut or copy is the:
 - A. Paste Options gallery
 - B. Ribbon
 - C. Office Clipboard

8. A bar at the top of the program window displaying the current file and program name is the:
- A. Name box B. title bar C. Ribbon
9. Characters that display on the screen to show the location of paragraphs, tabs, and spaces, but that do not print, are called:
- A. text effects
B. bullets
C. formatting marks
10. The manner in which text displays around an object is:
- A. picture wrapping
B. text style
C. text wrapping
11. Small circles in the corners of a selected graphic with which you can resize the graphic proportionally are:
- A. sizing handles
B. rotation handle
C. resizing marks
12. The placement of paragraph text relative to the left and right margins is referred to as:
- A. alignment B. spacing C. tab
13. An object or graphic inserted in a document that acts like a character in a sentence is a(n):
- A. floating object
B. inline object
C. text box
14. A movable, resizable container for text or graphics is a:
- A. text box
B. dialog box
C. SmartArt graphic

15. A commonly used alignment of text in which text is aligned at the left margin, leaving the right margin uneven is called:
- A. left alignment
 - B. justified alignment
 - C. right alignment
16. An alignment of text in which the text is evenly aligned on both the left and right margins is called:
- A. left alignment
 - B. justified alignment
 - C. right alignment
17. The spaces between the text and the top, bottom, left, and right edges of the paper are referred to as:
- A. alignment
 - B. margins
 - C. spacing
18. A group of items in which the items are displayed in order to indicate definite steps, a sequence of actions, or chronological order is a(n):
- A. numbered list
 - B. bulleted list
 - C. outline list
19. A series of dots following a tab that serve to guide the reader's eye is a:
- A. leader
 - B. field
 - C. shape
20. Tab stops are a form of:
- A. line formatting
 - B. document formatting
 - C. paragraph formatting