1. **What area in Microsoft Word enables users to view document properties and update the properties information at any time while creating a document?**
	1. **Document Properties Panel**
	2. **Advanced Properties**
	3. **Word Options dialog box**
	4. **File Save as Options Screen**
2. **What are the built-in or predefined styles used for formatting text called?**
	1. **Auto Styles**
	2. **Instant Styles**
	3. **Quick Styles**
	4. **Normal Styles**
3. **Which of the following terms defines the appearance and shape of the letters, numbers, and special characters in a document?**
	1. **Print**
	2. **Font**
	3. **Scheme**
	4. **Format**
4. **How are different underline styles selected when applying the underline font format to selected text?**
	1. **Choose the Underline drop-down arrow on the Home ribbon to select various underline styles**
	2. **Right-click underlined text and choose underline styles from the Shortcut menu**
	3. **Select the underlined text, then choose Underline Styles from the Insert ribbon**
	4. **Double-click underlined text and choose Underline Styles from the Shortcut menu**
5. **Which option on the Apply Styles dialog box changes the settings for a selected style?**
	1. **Change Styles**
	2. **Edit**
	3. **Modify**
	4. **New Style**
6. **What is the process of changing the way characters appear, both on screen and in print, to improve document readability?**
	1. **Text formatting**
	2. **Paragraph formatting**
	3. **Character formatting**
	4. **Document formatting**
7. **In Microsoft Word, what is the name of the group formatting characteristics called?**
	1. **Style**
	2. **Effects**
	3. **Cluster**
	4. **Group**
8. **To make text appear in a smaller font size below the middle point of the line, which character formatting effect is applied?**
	1. **Superscript**
	2. **Strikethrough**
	3. **Subscript**
	4. **Italic**
9. **Which commonly used shortcut keys or keyboard combination is used to apply bold formatting to selected text?**
	1. **Tab + B**
	2. **Shift + B**
	3. **Alt + B**
	4. **Ctrl + B**
10. **Which command on the Home ribbon allows a user to change the case of selected text to all uppercase, lowercase, sentence case, toggle case, or capitalize each word?**
	1. **Modify Case**
	2. **Change Case**
	3. **Superscript**
	4. **Increase Font**
11. **Which command on the Home ribbon applies a shadow, glow, or reflection to selected text or paragraphs?**
	1. **Text Effects**
	2. **Text Highlight Color**
	3. **Shading**
	4. **Color**