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**