**Word Lesson 3 Notes and Vocabulary**

**Part 1 – Changing Case: Tell me what the five options for changing the capitalization of text are and what each option does.**

**Part 3 – Lesson 3 Vocabulary**

|  |  |
| --- | --- |
| Character |  |
| Character Styles |  |
| Font |  |
| Live Preview |  |
| Monospaced |  |
| Paragraph Styles |  |
| Point Size |  |
| Proportional Space |  |
| Sans Serif |  |
| Serif |  |
| Text Effects |  |
| WordArt |  |

**Part 2 –Certification Skills**

1. How would you change font attributes?
2. How would you highlight text?
3. How would you apply formats with the format painter?
4. How would you apply styles to text?
5. How would you modify an existing style attribute?
6. How would you apply WordArt to text?
7. How do you import a PDF file?
8. How would you remove formatting in a document?

**Part 3 – Multiple Choice**

1. Which of the following best describes a character’s “point size”?

a) height

b) width

c) type face

d) color

1. Where is the Font dialog box launcher located in the Font group on the Home tab?

a)upper right

b)lower right

c)upper left

d)lower left

1. Which type of font has characters which take up the same amount of horizontal space?

a) serif

b) proportional

c) monospaced

d) sans serif

1. Which type of font has characters which take up varying amounts of horizontal space?

a) serif

b) proportional

c) monospaced

d) sans serif

1. You want to enhance a heading in a newsletter and wish to use Text Effects to make the title stand out. Which of the following are options within the Text Effects drop-down menu?

a) Animation

b) Outline

c) Shadow

d) Glow

e) Reflection

1. You have accidentally activated the Caps Lock key and typed three paragraphs in uppercase. Which option in the Change Case menu will convert the text back to normal paragraph format?

a) Sentence case

b) lowercase

c) Uppercase

d) Capitalize Each Word

1. You are working as a team in the Human Resource department creating company policy documents. In order to ensure all styles update automatically, which Modify Style option would you choose?

a) Save in Normal

b) Save the style in past documents

c) Save the style only in this document

d) New documents based on a template

1. Sometimes it is easier to remove all formatting from an imported file before applying custom formatting in Word. In order to remove all formats from selected text, which option in the Font group do you use?

a) Erase Formatting

b) No Formatting

c) Clear Formatting

d) Plain Text