**Word Lesson 4 – Paragraph Formatting**

**Part 1: Key Terms**

|  |  |
| --- | --- |
| **Alignment** |  |
| **First-line indent** |  |
| **Hanging indent** |  |
| **Horizontal alignment** |  |
| **Indent** |  |
| **Leaders** |  |
| **Line Spacing** |  |
| **Negative indent** |  |
| **Vertical alignment** |  |

**Part 2: What do the following symbols mean:**

1.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part 3: Alignment – Fill in the blanks and table:**

Alignment options are found on the \_\_\_\_\_\_\_\_\_\_\_\_ tab in the \_\_\_\_\_\_\_\_\_\_\_\_\_ group.

|  |  |  |
| --- | --- | --- |
| **Button** | **Option** | **Shortcut Keys** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Part 4: Certification Skills**

1. How would you set indents?
2. How would you set line spacing in a paragraph?
3. How would you modify line spacing in a paragraph?
4. How would you apply paragraph spacing?
5. How would you apply bullets in a document?
6. How would you increase or decrease the list level?
7. How do you create a bullet using special characters?
8. How do you create a picture bullet?
9. How do you create a numbered list?

**Part 5: Multiple Choice:**

1. Use this type of indent in legal documents and in bibliography pages to start the first full line of text at the left margin; all remaining lines are indented from the left margin.

a) Negative indent

b) First hyphen line indent

c) Hanging indent

d) Positive indent

1. Use this type of indent to extent the text into the left margin.

a) Negative indent

b) Hanging indent

c) Positive indent

d) First hyphen line indent

1. The Paragraph command group can be found on which of the following tabs?

a) Home

b) Insert

c) Review

d) Page Layout

e) Design

1. Which of the following are valid alignment options?

a) Justify

b) Align left

c) Align right

d) Center

e) Align top

1. Which of the following are valid vertical alignment options?

a) Justified

b) Bottom of page

c) Center of page

d) Left of page

e) Top margin

1. Use this command to quickly revert a formatted paragraph back to plain text.

a) Erase Formatting

b) Clear Formatting

c) Delete Formatting

d) No Formatting

1. Use this spacing option to prevent Word from adjusting spacing.

a) Multiple

b) Exactly

c) At least

d) Double

1. Which type of bullet would you use to display a company logo?

a) Symbol

b) Graphic

c) Picture

d) Numbered

1. Which type of bullets would you use when documenting a process that must be followed in a specific order?

a) Graphic

b) Numbered

c) Symbol

d) Picture

1. What happens when you drag a tab down off the ruler?

a) The tab is moved.

b) The tab is copied.

c) Nothing happens.

d) The tab is deleted.

1. Which of the following are valid Tab Leader symbols found in the Tabs dialog box?

a) None

b) #

c) ……..

d) --------

e) \_\_\_\_\_\_\_\_