

Chapter 4 Review Questions and Answers

1.
 - a) What is a style?
A style is a named set of formats.
 - b) Describe the differences between body text and headings.
Body text are the main paragraphs in a document. Headings are titles that are often bold and in a larger and different font than body text.
2.
 - a) What formatting does the Normal style apply to a paragraph?
Normal style applies 11 pt Calibri, 10 pts space after.
 - b) What formatting does the Heading 1 style apply to a paragraph?
Heading 1 style applies 14 pt Cambria, bold, 24 pts of space before, dark blue.
3. List the steps required to create a new style named Caption, based on the Normal style, that center aligns a paragraph.
 1. Format the paragraph as Normal style with center alignment.
 2. Right-click a formatted paragraph.
 3. Select Styles > Save Selection As a New Quick Style.
 4. Type Caption in the displayed dialog box.
4. What is a cell?
A cell is the intersection of a row and column.
5. How is a table with four rows and two columns created?
To create a table with four rows and two columns, click Insert > Table and then move the pointer over the grid, selecting four rows and two columns.
6.
 - a) How is a row selected?
A row is selected by pointing to the left of a row and then clicking to select the row.
 - b) How is a column selected?
A column is selected by pointing to the top of a column and then clicking to select the column.
7.
 - a) What is a boundary?
A boundary is the column and row border.
 - b) What happens when the boundary of a column is double-clicked?
When the boundary of a column is double-clicked the width adjusts just enough to display the data entirely.
8. How is a row deleted from a table?
To delete a row from a table, select the row and then click Layout > Delete > Delete Rows.
9. List the steps required to apply a yellow shading to the top row of a table.
 1. Select the top row of the table.
 2. Click Design > Shading.
 3. Select a yellow shade.

Microsoft Office Review Questions Answers Chapter 13

H. W. Hammond



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Moving from Windows to Linux Chuck Easttom,Bryan Hoff,2006 Moving from Windows to Linux Second Edition is a step by step walk through the transition from Windows to Linux This completely updated version of the best selling book teaches Windows users how to make their PC a Linux PC It covers the latest in Linux distributions and provides

Windows users with the information they need to choose the one that will best suit their needs From there the book works through the transition from Windows to SuSE Linux 9 3 leveraging what Windows users already know and applying that knowledge to Linux The transition from applications such as Microsoft Word Microsoft Office and Adobe Photoshop to their Linux counterparts KWord Open Office and GIMP are treated thoroughly and made easy Real world hands on examples and troubleshooting problems are also included After reading through the book any knowledgeable user of Windows will be able to set up maintain and utilize all aspects of a Linux PC

Microsoft Windows 2000 Network Infrastructure

Administration Microsoft Corporation,2000 This official MCSE Training Kit teaches IT professionals how to administer and support the network infrastructure in Windows 2000 Professional and Windows 2000 Server as they prepare for the corresponding MCP exam Students work at their own pace through an integrated system of lessons and practice exercises Topics include network topology addressing and routing name resolution such as WINS and DNS virtual private networks access and security and troubleshooting information

Key to the Review Questions Technical Exercises, Test-letters, Etc., H. W. Hammond,1914

Teach Yourself Web Publishing with Microsoft Office 97 in a Week Michael A. Larson,1997 With the aim of teaching how to produce well designed Web pages with Microsoft Office 97 this book is targeted at people who know the Office suite but are unfamiliar with Web publishing A different topic is organized for each of the seven days

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Computing Fundamentals Faithe Wempen,2014-12-15 Introduction to Computers gets you up to speed on basic computing skills showing you everything you need to know to conquer entry level computing courses Written by a Microsoft Office Master Instructor this useful guide walks you step by step through the most important concepts and skills you need to be proficient on the computer using nontechnical easy to understand language

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