

## 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

**Robert T. Grauer, Maryann Barber**



## **Microsoft Office Review Questions Answers Chapter 13:**

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