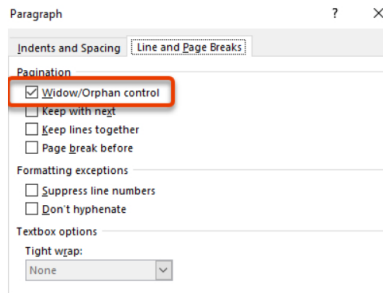**Your grade: 100%**

Your latest: **100%** • Your highest: **100%** • To pass you need at least 80%. We keep your highest score.

[Next item →]

1. What does the highlighted command in the **Paragraph** dialog box do? **1 / 1 point**

- ○ It keeps a selection of text together and prevents it from being broken across pages.
- ○ Keeps the selected paragraph on the same page as the next paragraph.
- ◉ It keeps a paragraph together so that single lines are not abandoned at the top or bottom of a page.

> ⊘ **Correct**
> Correct! This setting ensures that if a paragraph is close to the end of the page, the automatic page break occurs in a suitable spot.

2. What can you control using a section break? **1 / 1 point**

   Select all options that apply.

   - ☑ Page margins

   > ⊘ **Correct**
   > Correct! When you set **Margins** in a document they normally apply to the whole document. If you need one part of the document to have narrower or wider margins you would need to add in a **Section Break** to indicate where this should start.

   - ☑ Page Orientation

   > ⊘ **Correct**
   > Correct! The **Page Orientation** setting of **Portrait or Landscape** will apply to the whole document by default. If you need to change the orientation from one setting to another in the middle of the document, you will need to add in a section break to indicate where this should start.

   - ☐ Style sets
   - ☑ Page numbers

   > ⊘ **Correct**
   > Correct! If you are creating a document that has a lot of leader pages such as title pages, acknowledgments, etc. you may not want those pages to have page numbering. You can use a section break to indicate exactly where in the document you want the page numbering to start.

3. When you type some characters such as space or tab, or when you press the enter key, Word adds a hidden character to your document. If you add a section break to your document, Word also adds it in as a hidden character. What command can you use to be able to see where exactly the section break is? **1 / 1 point**

   - ○ The **View Ribbon**
   - ○ The **Navigation Pane**
   - ◉ The **Show/Hide** command on the **Home** tab

   > ⊘ **Correct**
   > Correct! The **Show/Hide** command makes all the hidden characters visible in the document. You will be able to see where you hit the spacebar or the enter key, and where you added in controls such as a **Page Break** or a **Section Break**.

4. You would like to format the text in your document to appear in two columns with a line between them. Where can you go to find the command to do this? **1 / 1 point**

   - ○ The quick choices on the **Columns** drop-down on the **Layout** tab.
   - ◉ The **More Columns** choice on the bottom of the **Columns** drop-down on the **Layout** tab.
   - ○ The **Borders** drop-down on the **Home** tab.

   > ⊘ **Correct**
   > Correct! The **More Columns** choice allows you to add a custom number of columns, change the width of those columns, and choose to have a line drawn between them.

5. You have added a text box to your document. What would the highlighted command on the contextual **Shape Format Tab** allow you to do?
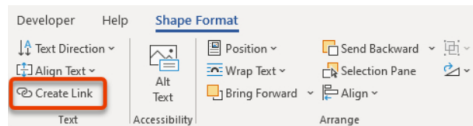
◉ Allow the text in the box to overflow into another text box.

◯ Bring text into the box from another file.

◯ To position paragraph text around text box.

⊘ **Correct**
Correct! When you click on the **Create Link** you can then simply select another text box to have the overflow text appear in there.