




Your grade: 100%

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

Next item →

1. You have selected a piece of text. Which icon command on the Home tab lets you copy only the formatting and not the text?

1 / 1 point

- ☐ 
- ☐ 
- ☒ 

✓ Correct

 This is the **Format Painter** button which allows you to make a copy of the formats applied to the selected text. The next piece of text you select will be formatted in the same way.

2. Where would you find the tick box option to turn on the ruler at the top of the **Word** page?

1 / 1 point

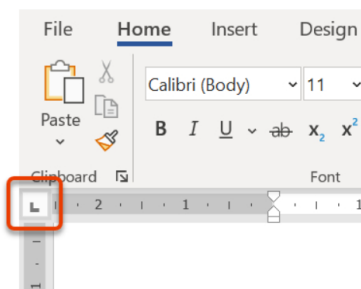
- ☒ The **View** tab
- ☐ The **Layout** tab
- ☐ The **Home** tab

✓ Correct

 The **View** tab holds all the commands which allow you to customize how you are seeing your document in the **Word** window.

3. What does the following highlighted command on the ruler allow you to change?

1 / 1 point



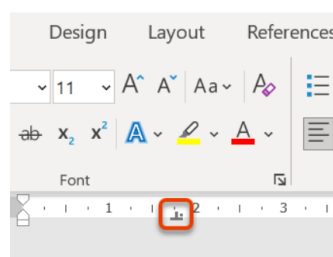
- ☒ The type of horizontal alignment tab that you can set using the ruler
- ☐ The layout for the page
- ☐ The setting for the left **Margin**

✓ Correct

 When you click on a measurement on the ruler to set a **tab Word** uses this box to decide the type of tab to set.

4. The symbol highlighted below is on the ruler in **Word**. When you press the tab key and start typing numbers, how would you expect them to align?

1 / 1 point



- ☐ The numbers will start at this point and flow right.
- ☐ The numbers will start at this point and flow left.
- ☐ The numbers will center around this point.
- ☒ The numbers will align around the decimal tab.

✔ **Correct**

When you press the tab key, numbers that you type will flow to the left to begin with. Once you type the decimal point the position will be fixed and any decimal place numbers will flow to the right.

5. You have turned on the **Numbering** feature and have typed three paragraphs which now all have numbers. Your cursor is still at the end of the third paragraph. How would you stop the numbering? Select all options that apply.

1 / 1 point

- ☒ Press enter twice.

✔ **Correct**

Pressing enter twice signifies the end of a list and **Word** will automatically switch off the numbering.

- ☐ Click on the Numbering button on the Home Tab to turn it off.

- ☒ Press enter once and click on the Numbering button on the **Home Tab** to turn it off.

✔ **Correct**

Pressing enter brings the cursor down to a new line and clicking on the **Numbering** button turns off that feature.