

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 contextual **Tab** is available when you are working with text boxes?

1 / 1 point

- ☒ The **Shape Format** tab
- ☐ The **Text Box Format** tab
- ☐ The **Picture Format** tab

✓ **Correct**

Correct! The **Text Box** is a **Shape** that holds text so when you are working in a **Text Box** that is the contextual tab that appears.

2. Where do you find the command to create a text box?

1 / 1 point

- ☐ In the **Shape Format** tab
- ☐ In the **Design** tab
- ☒ In the **Insert** tab

✓ **Correct**

Correct! The command to add a text box is in the **Text** group on the right-hand side of the **Insert** tab.

3. What does the **Text Box** gallery contain?

1 / 1 point

- ☐ Different choices of built-in types of **Shape Formats**.
- ☒ Different choices of built-in types of text boxes.
- ☐ Different types of text formats and special effects.

✓ **Correct**

Correct! Word has a collection of built-in types of text boxes that you can quickly select. You will see these in a gallery on the drop-down which opens when you click on **Text Box** on the **Insert Tab**. You can use the **More Text Boxes from Office.com** choice on the drop-down to find an even larger selection.

4. You would like to reformat the text that you have typed into a **Text Box**. Which options can you use?

1 / 1 point

Select all options that apply.

- ☒ The **WordArt Styles** group in the **Shape Format** tab

✓ **Correct**

Correct! The choices in the **WordArt Styles** group will allow you to format or apply special effects to the text.

- ☐ The **Text** group in the **Shape Format** tab

- ☒ The **Font** group in the **Home** tab

✓ **Correct**

Correct! Once the text in the **Text Box** is selected, it can be formatted like any other text typed into the document.

5. When you add a **Pull-Quote Text Box** to your document, where is it positioned?

1 / 1 point

- ☐ In the margins to the left of the text.
- ☐ In a speech bubble to the right of the text.
- ☒ In the middle of the text.

✓ **Correct**

Correct! A **Pull-Quote Text Box** is one that is positioned in the text to break it up.