

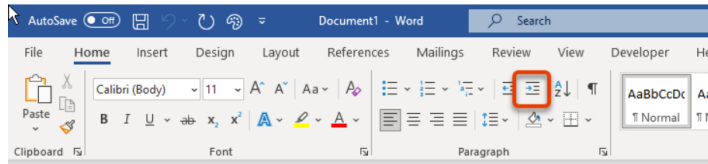
Your grade: **100%**

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

Next item →

1. What does the following highlighted command on the **Home** tab let you change?

1 / 1 point



- ☒ The Left Indent
- ☐ Line and paragraph spacing
- ☐ The Left Margin

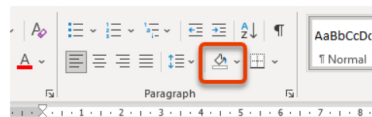
✓ Correct

Correct! The **Increase Indent** choice allows you to move a paragraph, or a group of paragraphs, away from the Left Margin. Each time you click on this button, the text that you have selected will move another half-inch to the right. The **Decrease Indent** button to the left will allow you to reverse this.

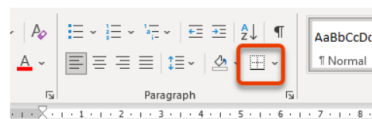
2. You would like to put a custom border around your heading and have a shaded color behind the text. The **Borders and Shading** dialog box will let you do both at the same time. Where is the command to open it?

1 / 1 point

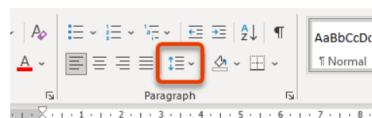
- ☐ At the bottom of the **Shading** drop-down.



- ☒ At the bottom of the **Borders** dropdown.



- ☐ At the bottom of the **Line Spacing** drop-down.



✓ Correct

Correct! The Borders and Shading dialog box can be accessed at the bottom of the Borders drop-down menu. In this dialog box, you can customize the border style and color and customize the color shading.

3. You want to format a heading using a **Style**. Where can you see the most frequently used styles available in your document?

1 / 1 point

- ☐ In the **Layout** tab.
- ☒ In the **Home** tab.
- ☐ In the **Design** tab.

✓ Correct

Correct! The **Styles** gallery which you see here shows the frequently used styles that are available for your document. You can select text and click on a Style to apply it. Another approach is to click on the Style to turn it on before you start typing.

4. What type of formats does the **Reveal Formatting Pane** show you?

1 / 1 point

Select all options that apply.

- ☒ Font Formats

✓ Correct

Correct! The **Reveal Formatting Pane** will show the Font Formatting that has been applied to the text you have selected. If you do not have any text selected, it will show details of the Formatting applied.

to the text surrounding the cursor.

☒ Paragraph Formats

☒ Correct

Correct! The **Reveal Formatting Pane** will show the Paragraph Formatting applied to the paragraphs you have selected. If you do not have any paragraph selected, it will show details of the Formatting applied to the paragraph that the cursor is in.

☐ Page Formats

5. You are typing a report and want to change just the top margin of the document because it will be printed on paper that has a deep logo at the top. How can you do this?

1 / 1 point

- ☐ Go to the **Design** tab and make a choice in the **Document Formatting** section.
- ☐ Go to the **Layout** tab and choose one of the pre-sets on the Margins drop-down list.
- ☒ Go to the **Layout** pane, choose **Custom Margins** on the **Margins** drop-down list and change it there.

☒ Correct

Correct! The pre-set choices on the **Margins** drop-down list are a quick option for standard documents but for customized settings you should use the **Custom Margins** choice. In this dialog box, it is possible to adjust the margin measurements one by one.