Your grade: 100%

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

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1. You would like to add a **Star Shape** to your document. You go to the **Insert** tab and click on the **Shapes** option. If you click on the **Star** choice in the drop-down and then click once in your document, what happens?

    1 / 1 point

    ○ This will mark the beginning of the **Star Shape**. You need to click on another location on the page to indicate the size required.

    ⦿ A **Star Shape** of default size will be created.

    ○ A very tiny **Star Shape** will be created because you didn't drag it.

    ✓ **Correct**
    Correct! The click and drag method for inserting a **Shape** will allow you to create a customized **Shape** size. Clicking once will add in a standard-sized **Shape**. This can be adjusted afterward if you like.

2. You have just added a **Star Shape** to the document and now you would like to change the appearance by applying a style to it. Once you have selected the **shape**, how can you do this?

    1 / 1 point

    Select all options that apply.

    ☑ Right-click and choose **Styles** from the shortcut toolbar.

    ✓ **Correct**
    Correct! The **Styles** choice on the shortcut menu brings you to the same **Shape Styles Gallery** that you see on the **Shape Format** tab.

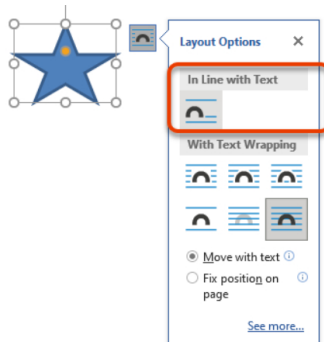   ☐ Choose from the **Styles Gallery** on the **Home** tab.

    ☑ Choose from the **Shape Styles Gallery** on the **Shapes Format** contextual tab.

    ✓ **Correct**
    Correct! The **Shape Styles Gallery** has a large collection of preset formats for the **Shape**. The drop-down arrow in the corner of the **Gallery** will give more options.

3. If you select this highlighted choice in the **Layout Options** dialog, what will you **NOT** be able to do?

    1 / 1 point

    ○ Resize the shape.

    ⦿ Move the shape to the top-right corner of the page by putting it in the margin.

    ○ Add text to the shape.

    ✓ **Correct**
    Correct! **In Line with Text** will not let you move the Shape anywhere on the page. You are limited to moving it up and down in the text. All the other **Layout Options** allow you to drag the shape wherever you want on the page.

4. If you adjust the **Wrap Points** on a shape what are you controlling?

    1 / 1 point

    ○ The size of the shape.

    ○ The orientation of the shape.

    ⦿ How close the text comes to the shape.

    ✓ **Correct**
    Correct! The wrap points on a shape control how close to the edges of the shape the surrounding text will appear.

5. Once you have added a shape to your document how can you add text to it?

    1 / 1 point

    ○ Add a **Text Box** on top of the shape.

    ⦿ Right-click on the shape and choose from the shortcut menu.

○ Use the **Drawing Canvas** option on the **Insert Shape** drop-down.

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