Microsoft Word 2019

Module 4 – Paragraph Formatting

Q & A  
(see answers on page 2)

1. To change the line spacing
   1. Click the Home tab, Paragraph grouping, Line Spacing button

b. Click the Home tab, Paragraph grouping, arrow on bottom right, spacing

1. Click the Insert tab, Paragraph grouping, Line spacing button

d. Both A & B

1. Indents allow you to
   1. Indent the 1st line of each paragraph that is selected
   2. Indent the entire left margin of each paragraph that is selected
   3. Indent everything except the 1st line of each paragraph that is selected
   4. All of these
2. There are 5 types of tabs that can be set in a document. Left aligned, centered, right aligned, decimal, and bar.
   1. True
   2. False
3. To use the justify alignment option
   1. Select the text to be justified, then choose the Insert tab, then the Justify button
   2. Select the text to be justified, then choose the Home tab, then the Justify button
   3. Select the text to be justified, then choose the Design tab, then the Justify button
   4. None of these
4. The bar tab inserts a vertical line on the page, underneath the tab
   1. True
   2. False
5. To change the line spacing for the entire document to single space
   1. Ctrl+ A, then choose 1.0 from the line spacing button
   2. Choose 1.0 from the line spacing button
   3. Select the entire document, then hit F5 on the keyboard
   4. All of the above

**Answers:**

1. **d**
2. **d**
3. **a**
4. **b**
5. **a**
6. **a**