Microsoft Word 2019

Module 7 – Styles

Q & A  
(see answers on page 2)

1. The Normal style consist of:
   1. Black text
   2. Left aligned
   3. Font is Calibri
   4. All of the above
2. To apply a style:
   1. Select the data, then click the Home tab, then choose a style from the Style group
   2. Select the data, then click the Insert tab, then choose a style from the Style group
   3. Select the data, then click the Design tab, then choose a style from the Style group
   4. Select the data, then click the Layout tab, then choose a style from the Style group
3. To create a style “By Example” you would format the data, then click the Home tab, scroll to the bottom of the Style group, then choose “Create a Style”.
   1. True
   2. False
4. Styles are only in this document.
   1. True, unless you modify the style and check the box “New documents based on this template”
   2. False
5. To edit a style:
   1. Click the **Home** tab, then choose styles
   2. Click the **Home** tab, then click the arrow on the bottom right of the style group, choose the style, modify
   3. Click the **Insert** tab, then choose styles
   4. Click the **Insert** tab, then click the arrow on the bottom right of the style group, choose the style, modify

Answer Key

1. D

2. A

3. A

1. A

5. B