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Concepts Review Answer Key - Quia

CAS 216A Concepts Review Unit A/Peden/Apr-08 CONCEPTS REVIEW Unit A List the elements of the Word program window shown in Figure A-15. 1. (Microsoft) Office Button 2. Quick Access Toolbar (or Save) 3. Ribbon 4. Insertion Point 5. I-Beam Pointer 6. Title Bar Match each term with the statement that best describes it. 7.

CONCEPTS REVIEW Unit A - PCC

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Word (Unit C) Concept Review Page 68-69 1. Format Painter button 2. Italic button 3. Underline button 4. Text Highlight button 5. Font Color button 6. Shading button 7. Bottom Border button 8. (D) An image that text wrapping has been applied to 9. (G) a unit of measurement equal to 1/72 of an inch 10. (A) a graphic symbol that appears at the beginning of a paragraph in a list 11.

Word Unit C& D Concept Review - Course Hero

CAS 216A Concepts Review Unit C/Peden/Apr-08 18. In which type of indent are the subsequent lines of a paragraph indented more than the first line? a. Hanging indent 19. Which dialog box is used to change the scale of characters? d. Font 20. Which button is used to align a paragraph with both the left and right margins? d.

CONCEPTS REVIEW Unit C - PCC

MOS 2013 Study Guide for Microsoft Word Published: July 2013 Demonstrate your expertise with Word. Designed to help you practice and prepare for the 2013 Word Microsoft Office Specialist (MOS) exam, this all-in-one study guide features full and objective-by-objective exam coverage, along with easy-to-follow procedures and illustrations to review essential skills.

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