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Microsoft Word (Word and Word 2019)

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QUESTION 1

You are preparing a brochure for Southridge Video. You plan to distribute the brochure electronically and in print. Apply the centered style set to the document.

A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

On the Design tab, point to one of the style sets in the Style Sets gallery in the Document Formatting group.

The new style set is previewed in your document\\'s existing text.

Click the style set you want.

If you don\\'t like any of the choices displayed, click the More button for the gallery to open the full gallery of choices. Notice that you can reset to the default style set from this gallery menu, or save the current settings as a new style set.

QUESTION 2

At the end of the documents, change the line spacing of the last two paragraphs to exactly 14 pt.

A. Check the solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Select Last two paragraphs to update. ...

Go to Home > Line and Paragraph Spacing.

Select Line Spacing Options and choose an option in the Line spacing box.

Adjust the Before and After settings to change spacing between paragraphs.

Select OK.

QUESTION 3

In the " Description" section, use the 3D Models feature to insert the PillPack model from the 3D objects folder into the
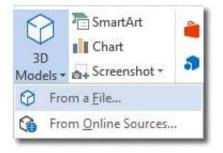
blank paragraph. Position the model in Line with Text.

A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

On the Insert tab, in the Illustrations group, click 3D Models > From a File.

Navigate to where your 3D object is, select it and click Insert.

QUESTION 4

You work for Tailspin Toys. You are creating an internal product announcement and training document. In the file properties , add ''animals'' as a category

A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

1.

Click the File tab.

2.

Click Info.

3.

Click Properties at the top of the page, and then select Advanced Properties.

4.

Click the Custom tab.

5.

Click OK.

QUESTION 5

In the ''Depaning'' section, insert a thermometer symbol before the phrase ''The muffin tray will still be hot!''. Use the Webdings font and character code ''225'' (the thermometer symbol).

A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

You might want to insert a degree symbol when you write about temperatures or measurements in Word. You can do this by using the Symbol drop-down menu or the keyboard shortcut, Alt + 0176

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