

# [Gcf: microsoft word 2010 basic terms](https://assignbuster.com/gcf-microsoft-word-2010-basic-terms/)

TrueTrue or False: In Word 2010, the Ribbon can be customized with your own tabs. Backstage ViewTasks such as Save, Open, and Print are now found in the \_\_\_\_. ONGCF: MICROSOFT WORD 2010 BASIC TERMS SPECIFICALLY FOR YOUFOR ONLY$13. 90/PAGEOrder NowSave AsTo save an edited document while keeping the original version, use \_\_\_\_\_\_. Page LayoutTo change the page size, you'll need to go to the \_\_\_\_ tab. FalseTrue or False: The spelling and grammar check is always correct. BlueThe \_\_\_\_ wavy line indicates a contextual spelling error. GreenThe \_\_\_\_\_ wavy line indicates a grammar error. ExceptionsIf you're sharing a document and don't want the spelling and grammar errors to be marked, you'll neeed to create \_\_\_\_ for that document. Tab StopsTo use more than one type of alignment in a single line, you should create \_\_\_\_\_. Paragraph Dialog BoxTo fine-tune paragraph spacing and line spacing, go to the \_\_\_\_\_. Types of Lists\_\_\_\_\_ are Bullets, Multi-Level, and Numbered. TrueTrue or False: It is possible to change the shape of a text box. Text BoxIn Word 2010, WordArt is always inside a \_\_\_\_. CorrectionsTo adjust the brightness and contrast of an image, click the \_\_\_\_\_ command. Reduce the File SizeIf you're emailing a document, you should compress the images in order to \_\_\_\_. Style SetTo change all of the styles in a document at once, you can change the \_\_\_\_\_\_. Theme\_\_\_\_\_ includes Colors, Fonts, and Effects. Live PreviewWhich feature allows you to see how a font will look when you hover the mouse over it in the font drop-down menu? Comparing DocumentsIf you've edited a document without using Track Changes, you can still use the Reviewing features by \_\_\_\_. Remove comments, accept or reject tracked changes, and check the document with the document inspectorTo avoid revealing confidential or embarrassing information, you should \_\_\_\_\_, \_\_\_\_\_\_, and \_\_\_\_\_\_\_ before sending out your document. Page LayoutThe Columns command is located on the \_\_\_\_\_ tab. HomeThe Copy and Paste commands are located on the \_\_\_\_\_ tab. Print PaneFrom the \_\_\_\_\_ you can preview your document, adjust the printer settings, and print your document. TrueTrue or False: By default, breaks are hidden. FalseTrue or False: In a hyperlink, the address and the display text must be the same. FormatTo change a shape's fill color, go to the \_\_\_\_ tab. HeaderTo add text to the top of every page, you should use a \_\_\_\_\_. FalseTrue or False: Once you've added text to a table, you cannot add any more rows or columns. Recipient ListTo use Mail Merge, you will need a \_\_\_\_. FalseTrue or False: All of the Office. com templates are certified virus-free by Microsoft. SmartArtYou can change the level of a shape in a \_\_\_\_\_ graphic by clicking the promote command, clicking the demote command, or pressing the tab key while in the task pane.