

Gcf: microsoft word 2010 basic terms



**ASSIGN
BUSTER**

True or False: In Word 2010, the Ribbon can be customized with your own tabs. Backstage View Tasks such as Save, Open, and Print are now found in the ____.

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Save As To save an edited document while keeping the original version, use ____.

Page Layout To change the page size, you'll need to go to the ____ tab.

True or False: The spelling and grammar check is always correct.

Blue The ____ wavy line indicates a contextual spelling error. Green The ____ wavy line indicates a grammar error.

Exceptions If you're sharing a document and don't want the spelling and grammar errors to be marked, you'll need to create ____ for that document.

Tab Stops To use more than one type of alignment in a single line, you should create ____.

Paragraph Dialog Box To fine-tune paragraph spacing and line spacing, go to the ____.

Types of Lists ____ are Bullets, Multi-Level, and Numbered.

True or False: It is possible to change the shape of a text box.

Text Box In Word 2010, WordArt is always inside a ____.

Corrections To adjust the brightness and contrast of an image, click the ____ command.

Reduce the File Size If you're emailing a document, you should compress the images in order to ____.

Style Set To change all of the styles in a document at once, you can change the ____.

Theme ____ includes Colors, Fonts, and Effects.

Live Preview Which feature allows you to see how a font will look when you hover the mouse over it in the font drop-down menu?

Comparing Documents If 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 inspector

To 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.