# Word Chap 2 Note Page Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.1 In Word, typefaces are referred to as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a small line (crosshair) at the end of a character stroke.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ contains no crosshairs.

Use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_typeface for headings, headlines, and advertisements.

Use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_typeface for text-intensive documents because the serifs help move the reader’s eyes across the page.

2.2 & 2.3

|  |  |
| --- | --- |
| **Font Group Button** | **Keyboard Shortcut** |
| Italic |  |
| Underline |  |
| Bold |  |
| To select entire document |  |
| To align Left |  |
| To align Right |  |
| To align Center |  |
| To align Justified |  |
| Create a Hanging Indent |  |

2.4 Spacing above or below paragraphs is added in points. A vertical inch contains approximately \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab is found in the Paragraph dialog box.

2.5 To draw the reader’s attention to a list of items, consider inserting a bullet or a numbered list. Click the bullets or numbered list buttons found on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab and in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ group.

Bullets are automatically created when you type a symbol, press spacebar and type text.

|  |  |
| --- | --- |
| **Character typed** | **Bullet Inserted** |
| Asterisk (\*) |  |
| Greater than symbol (>) |  |
| Dash (-) |  |

2.6 Symbols and special characters may be inserted by clicking on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab and then \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Symbols group.

You may also insert some symbols using a keyboard \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

|  |  |
| --- | --- |
| Århus |  |
| Korsør |  |
| StarPass® |  |

2.7 The Tabs dialog box can be launched by clicking the Tabs button in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dialog box found on the \_\_\_\_\_\_\_\_\_\_\_\_\_ tab and the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ group.

You can remove paragraph formatting by pressing the keyboard shortcut \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

2.8 At the tabs dialog box, you can clear an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab or \_\_\_\_\_ tabs.

2.9 Options for applying shading can be found on the \_\_\_\_\_\_\_\_\_\_\_ tab and the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ group.

In the Page Border tab of the Borders and Shading dialog box, you can specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of your page border.

The horizontal line feature inserts a graphic horizontal line and can be created by opening the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dialog box.

2.10 In the Styles window, styles that apply only paragraph formatting are displayed with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ symbol at the end.

Pressing the F4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the most recent command.

2.11 A Word document is based on a template that applies \_\_\_\_\_\_\_\_\_ formatting.

Some default formats include \_\_\_\_\_\_ line spacing, 11 point \_\_\_\_\_\_\_\_\_\_\_\_\_ font, and 10 points of spacing after each paragraph. You can make changes to the default formatting.