

Assignment 3

A. Circle the correct answer:

1. is a good way to control exactly where text is placed. [**Tab**s, Ribbon, Quick access toolbar]
2. In word 2010, the hidden character (→) [**Space**, Enter, Tab]
3. When you want to organize lists in Word you can format them as either numbered or [**balls**, bulleted, shaded]
4. list allows you to create outline with multiple levels. [**file**, multilevel , view]
5. Are used in many types of documents but are most commonly used in newspapers, magazines, academic journals, and newsletters. [**Tables**, **Columns**, **Tab**s]
6. Are useful for helping to organize your document. Even they contains text, they are basically treated the same as shapes. [**Tables**, **Text box**, **Pictures**]

B. True [T] or False [F]:

1. In Word 2010, there are different types of tab stops include, left tab, center tab, and decimal tab. []
2. Line spacing can either be measured in lines or points. []
3. Using Word 2010, you can use a picture as a bullet. []
4. To change the level in a multilevel list, you can press Tab to increase the level, and shift Tab to decrease the level. []
5. Adding hyperlinks to your document can help your reader quickly access contact information, other parts of the document, and quickly access contact information. []
6. If you have many shapes overlap each other, you can change the ordering using bring to front/back options. []
7. In Word 2010 you can't convert one shape to another. []
8. In Word 2010 it is not possible to remove the background of an image. []

C. what is the main purpose of page break in Word, and how it is different if you use multiple new lines instead?

D. Create a new Word document, and do the following:

1. Insert a shape.
2. Change the shape to a different shape.
3. Change the fill color.
4. Try various shadow effects.
5. Try various 3-D effects.