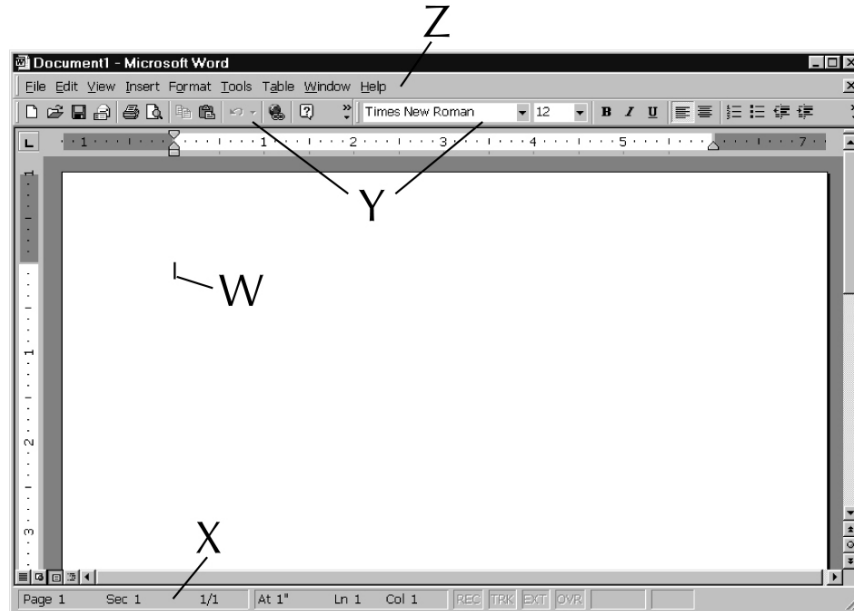


# BCIS 1

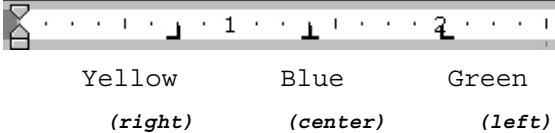
## Semester Review

- \_\_\_1. Word wrap is when Word determines if there is room for a word at the end of a line or if it must go on the next line.

Questions 2 through 5 refer to the window shown below:



- \_\_\_2. The part of the window labeled **W** is the cursor.
- \_\_\_3. The part of the window labeled **X** is the Status bar.
- \_\_\_4. The parts of the window labeled **Y** are the toolbars.
- \_\_\_5. The part of the window labeled **Z** is the Menu bar.
- \_\_\_6. When a file is saved to disk for the first it must be given a name to identify it.
- \_\_\_7. The Standard Toolbar is used to execute commonly performed actions.
- \_\_\_8. A red wavy line under a word indicates that the word is not in the dictionary file and therefore might be misspelled.
- \_\_\_9. The Show/Hide ¶ button displays or hides symbols for characters like spaces and tabs.

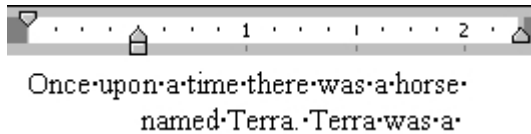
- \_\_\_10. Tabs are used to position text within a line.
- \_\_\_11. A block letter's format is when all text is lined up on the left margin.
- \_\_\_12. When a margin is changed it affects the entire document.
- \_\_\_13. A modified block letter's format is when the date and complimentary closing begin at the center point.
- \_\_\_14. A memorandum is used for interoffice communication.
- \_\_\_15. The four principles of design are Contrast, Proximity, Repetition, Alignment
- \_\_\_16. The lines of text in a justified paragraph have a straight left and right edge.
- \_\_\_17. A subscript is text that is moved slightly below the current line.
- \_\_\_18. When left and right margins are narrowed, what happens to the amount of text on a line ~the amount of text on a line increases
- \_\_\_19. Text that is equidistant from the left and right margins is center aligned.
- \_\_\_20. A page break is the location in a document where one page ends and another begins.
- \_\_\_21. The Print Preview command is used to view a document's pages on screen as they will appear when printed.
- \_\_\_22. The following lines of text is aligned according to the tab stops on the Ruler below.
- 
- \_\_\_23. A numbered list should be used when a priority of importance needs to be shown.
- \_\_\_24. Selecting the Copy command places a copy of the highlighted text on the Windows Clipboard.
- \_\_\_25. If the Match case option is selected in the Find and Replace dialog box and the search text is North, the word **n**orth will not be found.
- \_\_\_26. In Word, footnote numbers are automatically inserted in the text at the current cursor position and at the bottom of the page when the Footnote command is selected.
- \_\_\_27. When the Thesaurus command is selected a list is displayed of words with similar meanings for the highlighted word.

\_\_\_28. A hanging indent was used to format the following text.

Rothdale, Justin. *Yesterday Was a Poetry Day*.  
New York: Nenner Press, 1998.

\_\_\_29. On Friday you inserted a time stamp into a document using the **Date and Time** command with the **Update automatically** option selected. If the document is printed on Tuesday, Word will print Tuesday's date.

\_\_\_30. A hanging indent of 0.5" indent is illustrated in the following picture.



\_\_\_31. Insidious will not be found using the search text *side*? You will find *bayside* and *inside*.

\_\_\_32. The search text ^p can be used to find occurrences of a paragraph marker.

\_\_\_33. A table structure consists of rows and columns that store data.

\_\_\_34. A special character such as ° or © can be added to a document by selecting the **Symbol** command.

\_\_\_35. An intersection of a row and a column in a table structure is called a cell.

\_\_\_36. More than one page format can be applied to a document when the document has been divided into sections.

\_\_\_37. Double-clicking on the boundary between two columns in a table structure resizes the column to the left.


\_\_\_38. The **Same as Previous** button on the Header and Footer Toolbar must be deselected to allow different headers in each section of a document.

\_\_\_39. A named set of character and paragraph formats is called a built-in style.

\_\_\_40. Before Word can create a table of contents built-in styles must be applied to the headings and subheadings.

\_\_\_41. A Continuous section break continues the same section on the same page.

\_\_\_42. A table of contents is updated by pressing the F9 key.

- \_\_\_43. Hyphenating a document divides words, if necessary, at the end of a line with a hyphen (-) so part of the word wraps to the next line.
- \_\_\_44. What shape does the pointer change to when it is pointing to a hyperlink?  
hand shape ()
- \_\_\_45. A named series of recorded commands and actions that perform a specific task is a macro.