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Microsoft Word (Word and Word 2019)

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QUESTION 1

At the end of the documents, change the line spacing of the last two paragraphs to exactly 14 pt.

A. Check the solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Select Last two paragraphs to update. ...

Go to Home > Line and Paragraph Spacing.

Select Line Spacing Options and choose an option in the Line spacing box.

Adjust the Before and After settings to change spacing between paragraphs.

Select OK.

QUESTION 2

In the ''Kids love dinosaurs'' section, copy the formatting of the first paragraph and apply it to the second paragraph.

A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

On the Home tab, in the Clipboard group, click Copy Formatting. Select the paragraph(s)

where you want to replace the formatting. On the Home tab, in the Clipboard group, click Paste, or use the keyboard shortcut Ctrl+V.

QUESTION 3

In the " Description" section, Insert a new placeholder citation with the name "Manufacturing1" at the end of the second paragraph after the heading.

A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

To add a citation placeholder in Word, place your cursor at the point in your document where you want to insert the citation placeholder. Then click the "References" tab in the Ribbon. Then click the "Insert Citation" drop-down button in

the "Citations and Bibliography"

QUESTION 4

Split the four paragraphs the picture into two columns with column spacing of '0.3'' (''0.8 cm'').

A. Check the solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

On the Page Layout or Layout tab, click Columns. At the bottom of the list, choose More Columns.

In the Columns dialog box, adjust the settings under Width and spacing to choose your column width and the spacing between columns.

QUESTION 5

In the ''Event Package'' section, insert a footnote to the right of the heading. Enter the footnote text ''Includes digital files.''

A. See the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Click where you want to reference to the footnote or endnote.

On the References tab, select Insert Footnote or Insert Endnote.

Enter what you want in the footnote or endnote.

Return to your place in the document by double-clicking the number or symbol at the beginning of the note.