Each of the following statements is either true or false. Indicate your choices by circling T or F.

T  F  1. You don’t need to use Word’s heading styles to take advantage of the features in the Outline view.

T  F  2. An orphan is the first line in a paragraph or column broken away from the rest of the paragraph or column and appearing by itself in the second page or second column.

T  F  3. A nonbreaking space prevents two words from being separated by word wrap.

T  F  4. You can right-mouse click and select Paragraph to find paragraph formatting options.

T  F  5. Page Breaks can’t be deleted when part of a Document.

T  F  6. You use newspaper style columns to create side-by-side columns.

T  F  7. You can use tab settings to set tabbed columns that are centered between the left and right margins.

T  F  8. Portrait is the term that refers to text that runs parallel with the long side of the paper.

T  F  9. The default space between columns is 0.75”.

T  F  10. The Standard toolbar contains the AutoSum button.
Write the Answer in the space provided.

1. How do you view the note text when you’re in the body of a document?

2. How do you insert a footnote reference in a document?

3. How do you modify a numbered outline?

4. How do you insert a soft return?

5. How do you insert a page break?

6. How do you create a table?
7. How do you merge cells?

8. How do rotate text in a table?

9. How do you add borders and shading to a table?

10. How do you perform a calculation in a Word Table?

11. How do you change columns from three columns to four columns?

12. How do you balance column length?