Reviewing Key Points

Chapter 3

1. Click this button in the Paragraph group to turn on the display of nonprinting characters. __Show/Hide__

2. This is the default paragraph alignment __Align Left__

3. Return all paragraph formatting to normal with this keyboard shortcut. ___Ctrl + Q___

4. Click this button in the Paragraph group on the Home tab to align text at the right margin. __Align Text Right__

5. In this type of paragraph, the first line of text remains at the left margin and the remaining lines of text are indented to the first tab. __Hanging indent__

6. Use this button in the Clipboard group on the Home tab to copy character formatting already applied to text in different locations in the document. ___Format Painter___

7. Repeat the last action by pressing F4 or with this keyboard shortcut. __Ctrl + Y__

8. Change line spacing to 1.5 with this keyboard shortcut. ___Ctrl + 5___

9. The Numbering button is located in this group on the Home tab. __Paragraph__

10. Automate the creation of bulleted paragraphs with this button on the Home tab. __Bullets__

11. This button displays when the AutoFormat feature inserts numbers. __AutoCorrect Options__

12. Bulleted lists with hanging indents are automatically created when you begin a paragraph with the asterisk symbol (*), the hyphen (-), or this symbol. __>__

13. You can turn off automatic numbering and bullets at the AutoCorrect dialog box with this tab selected. __AutoFormat as You Type__

14. Press these keys to display the Reveal Formatting task pane. __Shift + F1__