Reviewing Key Points

Chapter 2

1. The Bold button is located in this group on the Home tab.  

2. A font consists of a typeface, a typestyle, and this.  

3. Proportional typefaces are divided into two main categories, serif and this. 

4. This is the keyboard shortcut to italicize selected text. 

5. Click this button in the Font group to remove all formatting from selected text. 

6. This term refers to text that is raised slightly above the regular text line. 

7. This automatically displays above selected text. 

8. Click this to display the Font dialog box. 

9. Click this button in the Paragraph group on the Home tab to turn on the display of nonprinting characters. 

10. A Word document contains a number of predesigned formats grouped into style sets called this. 

11. Apply a theme and change theme colors, fonts, and effects with buttons in the Themes group in this tab. 

12. Adjust character spacing at this dialog box with the Character Spacing tab selected.