CONCEPTS REVIEW
Unit B

List the elements of the Word program window shown in Figure B-17.

1. ______ Cut button
2. ______ Paste button
3. ______ Copy button
4. ______ Paste Options Button
5. ______ Paragraph mark (or Non-printing Characters)

Match each term with the statement that best describes it.

6. Hyperlink e. Text or a graphic that jumps the reader to a different location or program when clicked
7. Cut i. Command used to remove text from a document and place it on the Clipboard
8. Shortcut key d. A function key or a combination of keys that perform a command when pressed
9. Document properties g. User-defined details about a file that describes its contents and origin
10. Paste a. Command used to insert text stored on the Clipboard into a document
11. Office Clipboard b. Temporary storage area for up to 24 items collected from Office files
12. System Clipboard c. Temporary storage area for only the last item cut or copied from a document
13. Blog f. An informal journal that is available to the public on the Internet
14. Thesaurus h. Feature used to suggest synonyms for words

Select the best answer from the list of choices.

15. What is the keyboard shortcut for the Paste command?
   b. [Ctrl] [V]

16. Which of the following statements is not true?
   c. When you move text by dragging it, a copy of the text you move is stored on the system Clipboard.
17. To locate and select all instances of a word in a document, which command do you use?
   c. Find

18. Which command is used to display a document in two panes in the document window?
   b. Split

19. Which of the following is an example of a document property?
   a. Keyword

20. A hyperlink cannot be linked to which of the following?
    c. Screen Tip