CONCEPTS REVIEW
Unit C

List the elements of the Word program window shown in Figure C-26.

1. __ Underline button ________________
2. __ Format Painter button ________________
3. __ Bullets button ________________
4. __ Shading button ________________
5. __ Borders (and Shading) button ________________
6. __ Increase Indent button ________________
7. __ Decrease Indent button ________________

Match each term with the statement that best describes it.

8. Footnote  b. A note placed at the bottom of a page that comments on part of the document text
9. Shading  a. Color or pattern that is applied behind text to make it look attractive
10. Point  f. A unit of measurement equal to \(\frac{1}{12}\) of an inch
11. Style  h. A set of format settings
12. Bibliography c. A list of sources consulted or cited in creating a document
13. Highlight e. Transparent color that is applied to text to mark it in a document
14. Bullet g. A character that appears at the beginning of a paragraph to add emphasis
15. Border d. A line that can be applied above, below, or to the sides of a paragraph

Select the best answer from the list of choices.

16. What is Garamond?
   c. A font

17. What is the most precise way to increase the amount of white space between two paragraphs?
   a. Change the before paragraph spacing for the second paragraph
18. In which type of indent are the subsequent lines of a paragraph indented more than the first line?
   a. Hanging indent

19. Which dialog box is used to change the scale of characters?
   d. Font

20. Which button is used to align a paragraph with both the left and right margins?
   d. 