

Microsoft Word Ribbon – Insert Tab Review

Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. What is the maximum number of columns when inserting a new table in Microsoft Word 2010?
2. What is the maximum number of rows when inserting a new table in Microsoft Word 2010?
3. What is the default set to for cell width when inserting a new table in Microsoft Word 2010?
4. To create an image of a window such as the Microsoft Calculator for a training document, open the Calculator program and press \_\_\_\_\_ to take a digital picture of the active window.
5. To get a special symbol for a kitchen report such as the degree symbol (°), click on the \_\_\_\_\_ function and choose \_\_\_\_\_ on the Menu. Highlight the symbol on the Symbols window and select \_\_\_\_\_.
6. There are \_\_\_ sizing handles on an image
7. Nina picks Draw Table from the menu after selecting Table on the Microsoft Word Ribbon and she draws a rectangle with the pencil controlled by her mouse. Now, we see the single cell table and the \_\_\_\_\_ tab is now open on the Ribbon menu.
8. What can we say about the shapes that we can insert a Microsoft Word document?
9. When we insert a Clustered Column Chart into the Microsoft Word document, what will appear "side by side" to the Word document?
10. Explain the different types of hyperlink functions we can use in a Microsoft Word document.
11. We can use \_\_\_\_\_ to navigate through a Microsoft Word document.

12. Headers and footers are typically placed above and below the \_\_\_\_\_.
13. A Text Box is similar to what other Microsoft Word entity when controlling it in a document?
14. What is the default font and font size for WordArt in Microsoft Word 2010?
15. Tyrone only wants to enlarge the first letter of the first word in a paragraph. What tool would Tyrone want to use?
16. Michelle wants to insert a formula using Microsoft Equation 3.0. What function on the Insert Ribbon will take us there.
17. What do we need to do after selecting the date and time format to make it update automatically?
18. The Pi (3.14) math symbol is graphically linked to what Microsoft Word function?
19. What are some choices for the page number format in a Microsoft Word document?
20. What Microsoft Word function will allow the user to insert Venn diagrams or fancy pyramids with text?
21. Ryan picks Equation the Insert tab on the Microsoft Word Ribbon. Now, we see the single equation cell and the \_\_\_\_\_ tab is now open on the Ribbon menu.
22. The Clip Art pane appears on what side of the Microsoft Word document when selected?