Microsoft Word 2003 Review

Name _____ Date: _____

1. How do you place double underline under a word?

2. What does RGB stand for in the 24-bit color system?

3. How many colors are in the 24-bit color system?

4. What is the default font and font size in Word 2003?

5. What is the default line Spacing in Word 2003?

6. Can you name the four alignment choices?

7. What alignment choice is made for formal writing?

8. How many sizing handles are on a graphic?

9. If we want to match the font characteristics, what does the tool look like?

10. A graphic of a person should look into or out of a document.

11. What items are listed on the Word Status bar?

12. Name four items on the Word 2003 menu bar.

13. If a toolbar is truncated, what can we do to elongate it?

14. Can we customize a bullet to have miniature chef hats in front of each point?

15. What three items determine our grade level?

16. How do we turn on the readability statistics?

17. How do we insert a clipart?

18. How do we insert a digital picture?

19. Where is the crop tool located?

20. How do we crop a picture?

21. How do we insert a textbox?

22. How do we place a picture in a paragraph?

23. How many times do a click on a word to highlight it?

24. How many times do a click on a paragraph to highlight it?

25. What toolbar allow us to merge and split cells?

26. How do we insert a page number?

27. How do we make a word italic?

28. How do we align a poster vertically?

29. Insert a 2 column, 7 row table in a document.

30. Do we have to highlight a word to use the Synonym tool?

31. Name the four toolbars we need to make a profile using table and cells.

32. How do we place Word 2003 on one side of the screen and our Internet browser on the other?

33. How do insert a footnote?

34. How do we access the public drive?

35. What function key runs the spell check?

36. What is the function of the Show Hide button?

37. To turn off the border, so the cells look invisible when printing, we do what steps?

38. How do we insert a text box?

39. How do we set the margins to 1 inch?

40. How can we launch the calculator from Run on the Start menu?

41. How do magnify a Word document?

42. How do we make a word bold?

43. How do we change the color of text?

44. How do we set the first line indent?

45. How do we make the document double-spaced?