

Word Processing Exercise 3

Name: _____ Date: _____

1. What MS.Word window allows one to know their writing grade level?
2. What are the three parameters that affect the writer's grade level?
3. If you increase the length of a word, the grade level will increase. [T F]
4. To launch the Readability Statistics, go to _____ on the pull down menu.
5. You should have zero what on Readability Statistics.
6. What is the minimum amount of sentences in a professional paragraph?
7. How many sizing handles on an image?
8. What grade level are TV scripts and newspaper articles written?
9. Right click on any word and select _____ to get a word with the same meaning.
10. The _____ toolbar has tools that will Bold, Indent and highlight the words.