

Word 2

1.	The Bold button is located in this group on the HOME tab.		page 37
2.	Click this button in the Font group to remove all formatting from selected text.		page 37
3.	Proportional typefaces are divided into two main categories: serif and this.		page 38
4.	This is the keyboard shortcut to italicize selected text.		page 42 (Table 2.2)
5.	This term refers to text that is raised slightly above the regular text line.		page 42
6.	This automatically displays above selected text.		page 42
7.	Click this to display the Font dialog box.		page 45
8.	Change style sets with options in this group on the DESIGN tab.		page 47
9.	Apply a theme and change theme colors, fonts, and effects with buttons in the Document Formatting group on this tab.		page 48
10.	This is the default paragraph alignment.		page 50
11.	Click this button in the Paragraph group on the HOME tab to turn on the display of nonprinting formatting symbols.		page 51
12.	Return all paragraph formatting to default with this keyboard shortcut.		page 51
13.	Click this button in the Paragraph group on the HOME tab to align text at the right margin.		page 51
14.	In this type of indent, the first line of text remains at the left margin and the remaining lines of text align at the first tab.		page 55 (Table 2.4)
15.	Repeat the last action by pressing F4 or using this keyboard shortcut.		page 57
16.	Use this button in the Clipboard group on the HOME tab to copy character formatting already applied to text to different locations in the document.		page 58
17.	Change line spacing to 1.5 with this keyboard shortcut.		page 60 (Table 2.5)
18.	Press these keys to display the Reveal Formatting task pane.		page 62