

# Microsoft® Word 2019 Advanced – Unit 1

## (Review of Basic Concepts)

### Program Basics (PowerPoint®) Basic Task Review (Video)

#### Extended Questions

1. What are some basic rules related to bullet and numbered lists?
2. What are some basic concepts related to formatting numbers, references and a table of contents?

#### Key Concepts

|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Paragraphs  | <ul style="list-style-type: none"> <li>• The default paragraph style chosen when placed in the document.                     <ul style="list-style-type: none"> <li>• Paragraph groups use the Number tab</li> <li>• Paragraph groups use the Layout tab</li> <li>• Paragraph groups use the Format tab</li> </ul> </li> </ul>                                                                                                                                                                                      |
| Alignment   | <ul style="list-style-type: none"> <li>• Aligned to the position of text in relation to the width of the page                     <ul style="list-style-type: none"> <li>• Alignment rules are:                             <ul style="list-style-type: none"> <li>• Left</li> <li>• Right</li> <li>• Center</li> <li>• Justified (text is right and left aligned)</li> <li>• Full (text is justified)</li> <li>• Aligned to a set of points (text is left, right, or justified)</li> </ul> </li> </ul> </li> </ul> |
| Indentation | <ul style="list-style-type: none"> <li>• Indentation is the distance between the text and the margin</li> <li>• Indentation can be adjusted using the Number tab</li> <li>• Indentation can be adjusted using the Layout tab</li> <li>• Indentation can be adjusted using the Format tab</li> <li>• Indentation can be adjusted using the Paragraph group</li> <li>• Indentation can be adjusted using the Paragraph group</li> <li>• Indentation can be adjusted using the Paragraph group</li> </ul>              |

# Microsoft Office 20concept Review Answers

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## **Microsoft Office 20concept Review Answers:**

## Unveiling the Power of Verbal Art: An Emotional Sojourn through **Microsoft Office 20concept Review Answers**

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