

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/Paragraphs	• The default paragraph style (Normal) placed on the ribbon. • Paragraph groups are the Normal tab. • Paragraph groups are the Layout tab. • Paragraph groups are the Home tab.
Alignment	• Aligned to the position of text in relation to the width of the page. • Alignment rules are: • Left • Right • Center • Justified (left and right margins) • Right • Justified (left and right margins) • Justified (left and right margins)
Indentation	• Indentation is the distance between the text and the margin. • Indentation is the distance between the text and the margin. • Indentation is the distance between the text and the margin. • Indentation is the distance between the text and the margin.

Microsoft Office 20concept Review Answers

David W. Beskeen



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