

Chapter 3 Review Questions and Answers

1. Describe how formatting can affect the usability of a document.
The formatting can affect the usability of a document because formatting affects how the reader interprets the document, how easily the document is read, and the overall impression of the document.
2.
 - a) What are margins?
Margins are the white regions around the text on a page.
 - b) What are the default margins in Word?
The default margins in Word are 1 inch for the left, right, top, and bottom.
3.
 - a) How can the margins of a document be changed so the left margin is 2" and the right margin 3"?
 1. Click Page Layout > Margins > Custom Margins.
 2. Type 2 in the Left box and type 3 in the Right box.
 3. Click OK.
 - b) How long is a line of text after these margins have been set? (Assume an 8.5" x 11" sheet of paper.)
 $8.5" - 2" - 3" = 3.5"$
4. Explain what a paragraph formatted with left and right indents of 1" looks like compared to a paragraph with no indents.
A paragraph with no indents has lines of text that extend from the left margin to the right margin. A paragraph formatted with left and right indents of 1" has shorter line lengths and is indented 1" from the left margin and 1" from the right margin.
5. What is the difference between formatting a paragraph with a 1" left indent using Page Layout > Indent Left and by dragging markers on the ruler?
Answers will vary. Dragging markers on the ruler is a quicker way to format but it may not be as precise as using Page Layout > Indent Left.
6.
 - a) Why are paragraphs of text formatted with space after each paragraph?
To make the text easier to read and to help distinguish where paragraphs begin and end.
 - b) Why are headings formatted with space before the paragraph?
To help set the heading closer to the text that it is associated with.
 - c) How is the space before a paragraph changed?
To change the space before a paragraph, use Page Layout > Before.
7.
 - a) Give an example of a document that is typically double spaced.
Answers will vary. An essay is an example of a document that is typically double spaced.
 - b) Why would double spacing paragraphs in a document be helpful?
Double spacing can make a document easier to read.

Guide To Microsoft Office Review Question Answers

Jane Calabria,Dorothy Burke



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