

Microsoft® Word 2019 Advanced – Unit 1

(Review of Basic Concepts)

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

Extended Questions

1. What are some basic skills needed to format a Word document?
2. What are some basic concepts related to formatting sentences, paragraphs and a Word document?

Key Concepts

Paragraphs/Paragraphs	• The format paragraphs will be shown placed in the shape. • Paragraph group in the Home tab • Paragraph group in the Layout tab • Paragraph group in the Home tab
Alignment	• Aligned to the position of text in relation to the width of the page • Alignment can be: • Left • Right • Center • Justified • Aligned to the right and left margins • Aligned to the right and left margins • Aligned to the right and left margins • Aligned to the right and left margins
Indentation	• Indentation is the distance between the text and the margin. • Indentation can be adjusted using the first-line indent, hanging indent, and the paragraph group in the Home tab and the right and left and right and left margins in the paragraph group. • Paragraph group in the Layout tab

Microsoft Office 20concept Review Answers

Michael Hoelscher



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