

## Chapter 2: Worksheet 2A

### Review Microsoft Word Skills

**Directions** Fill in the answers below.

1. How do you display the Drawing toolbar on your screen?

---

---

2. What button can you use to “nudge” an object when moving it using the arrow keys?

---

---

3. What should you do to combine simple objects so they can be moved or resized together?

---

---

4. What keyboard buttons can you use to select more than one item?

---

---

5. When would a piece of clip art have square black handles instead of circular white handles?

---

---

6. What two methods can you use to position text so it is sideways?

---

---

7. Why use a style sheet to format a newsletter?

---

---

8. How does the Show/Hide button on the Standard toolbar help you format a document?

---

---

9. Look at the diagram. How would you bring the circle between the triangle and the rectangle?

---

---

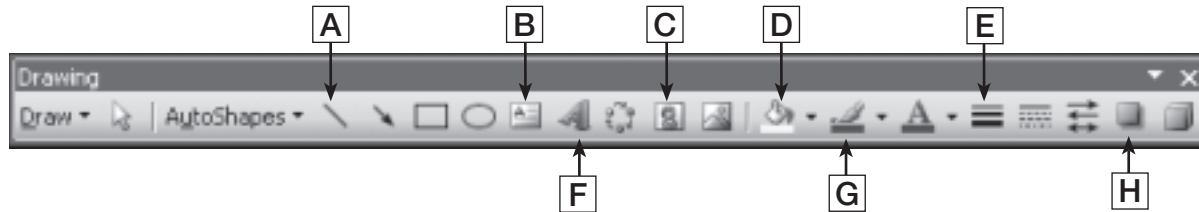
---



## Chapter 2: Worksheet 2B

### Identify Microsoft Word Drawing Tools

**Directions** Match each button labeled in the Drawing toolbar below to its name.



- \_\_\_\_\_ 1. Line Style
- \_\_\_\_\_ 2. Text Box
- \_\_\_\_\_ 3. Fill Color
- \_\_\_\_\_ 4. Shadow Style
- \_\_\_\_\_ 5. Line
- \_\_\_\_\_ 6. Insert Clip Art
- \_\_\_\_\_ 7. Line Color
- \_\_\_\_\_ 8. Insert WordArt

**Directions** Use the illustration above to help you fill in the answers below.

- 9. The \_\_\_\_\_ button lets you remove lines or change their color.
- 10. You can find the Group command by using the \_\_\_\_\_ button.
- 11. To place text anywhere on the page, you would use the \_\_\_\_\_ button.
- 12. The \_\_\_\_\_ button has a menu that lets use choose different callouts.
- 13. You can color a shape with the \_\_\_\_\_ button.
- 14. Create perfect squares by pressing the Shift key and using the \_\_\_\_\_ button.
- 15. To draw a triangle shape, you would first click the \_\_\_\_\_ button.
- 16. If you wanted to place an image behind text, you would use the \_\_\_\_\_ button.
- 17. To insert a picture from a file, use the \_\_\_\_\_ button.
- 18. The \_\_\_\_\_ button is used to create dashed borders.