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Chapter 3 Formatting Documents

Chapter 3 Review Questions and Answers

1. Does the flow from one page to the next affect the readability of a document?
The formatting can affect the readability 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 is 1"?
1. Click Page Layout > Margins > Custom Margins.
2. Type 2 in the left box and 1 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" - 1" = 5.5"
4. Explain what a paragraph is formatted with left and right indents of 1" looks like compared to a paragraph with no indents.
A paragraph with no indents has text that extends from the left margin to the right margin. A paragraph with left and right indents of 1" has extra 1" of length on the left and 1" on 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?
Markers will copy. Dragging markers on the ruler is a quicker way to format text in a paragraph 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 paragraphs formatted with a space before the paragraph?
To help set the text apart from 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.
d) How is the space after a paragraph changed?
To change the space after a paragraph, use Page Layout > After.
7. a) Give an example of a document that is typically double spaced.
Answers will vary. An example is an example of a document that is typically double spaced.
b) Why is it not double spaced paragraphs in a document by default?
Double spacing can make a document easier to read.

A Guide to Microsoft Office 2010
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