**Word, Chapter 5**

**Multiple Choice Answer Key**

1. What format do you see when you use a reverse effect on a masthead?

D

1. How do you balance the columns in a newsletter so that each column contains the same amount of text?

A

1. Which feature would not be used to add emphasis to a document?

C

1. Which feature enables you to quickly insert an organizational chart, which you can modify and enhance as needed?

B

1. You insert an arrow shape in your document that points left, but you need it to point right. You should use the Rotate command under which group to change the direction of your arrow?

C

1. To move several shapes as one object, you should:

D

1. Which of the following inserts Excel data in a way that enables you to edit the values in Word, but does not change the source?

A

1. Which process should you use to insert Excel data into Word so that any changes you make to the original Excel worksheet can be automatically updated in Word?

B

1. To quickly determine if a spreadsheet that displays in a Word document is linked to the source file, what can you do?

D

1. You just inserted two shape objects, a triangle and circle, into your document; the circle is larger and was inserted on top of the triangle, so now you cannot see the triangle. What can you do to display the triangle on top of the circle?

C