**Multiple Choice Answer Key**

**Exploring Microsoft Word 2019, Chapter 2**

1. How does a document theme differ from a style?

**a. A theme applies an overall design to a document, with no requirement that any text is selected. A style applies formatting characteristics to selected text or to a current paragraph.**

1. To identify a series of sequential steps to several levels, you could use:

**c. a multilevel list.**

1. The feature that is a collection of formatting characteristics that can be applied to text or paragraphs is:

**c. style.**

1. What kind of indent is often used in preparing a bibliography for a research paper?

**b. Hanging indent**

1. To draw attention to such items as contact information or store hours, you could place text in a bordered area called a:

**a. text box.**

1. To divide a document into side-by-side vertical blocks so that the text flows down one side and then continues at the top of the other side, you can use a(n):

**a. column.**

1. Which of the following features is best for drawing attention to text with special effects?

**a. WordArt**

1. Which of the following statement is *true* regarding theme effects?

**d. It gives an object in a document a unique look.**

1. Which of the following statements is *true* regarding the Outline view?

**c. It enables you to easily convert the outline to a PowerPoint presentation.**

1. When you crop a picture,

**a. you can restore the cropped portion later.**