# Multiple Choice Answer Key

# Exploring Microsoft Office Word, Chapter 5

1. Wrapping text is relevant when:

**b. indicating how text can be positioned around an object.**

2**.** What color combination comprises a reverse on a masthead?

**d. Light text on a dark background**

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

**c. Click the circle and use Send to Back.**

1. One method of balancing columns so that each column contains approximately the same amount of text is to:

**a. insert a continuous section break at the end of the last column.**

1. When you update a link in Word, you:

**d. apply changes to an item in Word when the source data changes.**

1. An advantage to grouping several objects together is that the objects can then be:

**a. managed as a single object.**

1. A pull quote is:

**b. a phrase or sentence taken from an article to emphasize a key point.**

1. Which feature enables you to quickly insert an organization chart that can be modified or enhanced as needed?

**b. SmartArt**

1. Which of the following processes inserts content from a PowerPoint presentation in a way that enables you to edit the inserted content in the document without changing the source data?

**a. Embedding**

1. For which of the following would WordArt be a good choice?

**b. Banner or heading**