# Chapter 4 Review Questions and Answers

1. a) What is a style?
   A style is a named set of formats.
   b) Describe the differences between body text and headings.
   Body text are the main paragraphs in a document. Headings are titles that are often bold and in a larger and different font than body text.

2. a) What formatting does the Normal style apply to a paragraph?
   Normal style applies 11 pt Calibri, 10 pts space after.
   b) What formatting does the Heading 1 style apply to a paragraph?
   Heading 1 style applies 14 pt Cambria, bold, 24 pts of space before, dark blue.

3. List the steps required to create a new style named Caption, based on the Normal style, that center aligns a paragraph.
   1. Format the paragraph as Normal style with center alignment.
   2. Right-click a formatted paragraph.
   3. Select Styles > Save Selection As a New Quick Style.
   4. Type Caption in the displayed dialog box.

4. What is a cell?
   A cell is the intersection of a row and column.

5. How is a table with four rows and two columns created?
   To create a table with four rows and two columns, click Insert > Table and then move the pointer over the grid, selecting four rows and two columns.

6. a) How is a row selected?
   A row is selected by pointing to the left of a row and then clicking to select the row.
   b) How is a column selected?
   A column is selected by pointing to the top of a column and then clicking to select the column.

7. a) What is a boundary?
   A boundary is the column and row border.
   b) What happens when the boundary of a column is double-clicked?
   When the boundary of a column is double-clicked the width adjusts just enough to display the data entirely.

8. How is a row deleted from a table?
   To delete a row from a table, select the row and then click Layout > Delete > Delete Rows.

9. List the steps required to apply a yellow shading to the top row of a table.
   1. Select the top row of the table.
   2. Click Design > Shading.
   3. Select a yellow shade.

# [Microsoft Office Review Questions Answers Chapter 13](#)

**James Pyles**

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