Please write the letter of the best answer to the following questions.

# In Microsoft Word the numbers in a numbered list..? \_\_\_\_\_

1. Are assigned based on the page number.
2. Always start at 1.
3. Start at the last number in the previous list.
4. Are always at the top of a page.

# What are two of the three ways to highlight a line of text? \_\_\_\_\_

1. Drag and drop the selected text.
2. Double click on a word or click in the text margin.
3. Triple click on a word or click the text margin.
4. Drag the mouse pointer over the line and click in the margin.

# What is the purpose of the MS Word Clipboard? \_\_\_\_\_

1. It saves all of the pictures in the document.
2. It saves the last selected text cut from the document.
3. It removes text from the document.
4. It saves each instance of the text cut from the document.

## How do you know that a word is misspelled? \_\_\_\_

1. It will not appear on the page.
2. It will be underlined in green.
3. It will be underlined in red.
4. It will be highlighted.

# Where does the character deleted by the “delete” key go? \_\_\_\_\_

1. It is lost.
2. It is placed in the Clipboard.
3. It is stored at the end of the document.
4. It is saved in the document trailer.