**Review Questions for Midterm – CA 100**

What are the different parts of MSWord?

What is a Ribbon?

Can you find where the Quick Access Toolbar is?

What is a Status Bar?

Is Office Button in Office 2007 still available in Office 2010?

What is a Theme?

In how many ways could you align a Text?

What is Line and Paragraph spacing?

In creating Tab stops or using Tab, how many ways could a Text be align?

What is Live Preview?

What is the purpose of Spelling and Grammar Checker?

Is there a possibility that a Spell check could incorrectly identify as misspelled (like Chuuk)? If yes, why?

What is a Format painter?

What is a Quick Style? How is it used?

What is toggling?

What is the purpose of a Clipboard?

What is the different between a Print layout view, Full Screen reading view and a Web layout view?

What is a Thesaurus? What is the shortcut key of a Thesaurus?