SOLUTIONS MANUAL

NEW PERSPECTIVES

Microsoft® Office® 2010

FIRST COURSE

Quick Check Answers

Session 2.1 Quick Check Answers

1. True

2. Select the text you want to cut, and then click the Cut button in the Clipboard group on the Home tab. Move the insertion point to the target location in the document, and then click the Paste button in the Clipboard group on the Home tab.

3. Select the Match case check box in the Replace tab of the Find and Replace dialog box.

4. A collection of formatting options.

5. True

6. The document **theme** controls the variety of fonts, colors, and other visual effects available in a document. A style is a set of formatting options. The exact formatting applied by a style depends on the document's theme.

Session 2.2 Quick Check Answers

1. Double-space the entire document; remove extra paragraph space from the entire document; increase the font size to 12 points, indent the first line of each body paragraph .5 inch from the left margin; insert a page number, preceded by your last name, in the upper-right corner of every page except the first.

2. Select the paragraph and then click the Increase Indent button in the Paragraph group on the Home tab.

3. In the Header & Footer Tools Design tab, select the Different First Page checkbox in the Options group to insert a check.

4. Selecting a citation and bibliography style.

5. In the Citations & Bibliography group on the Reference tab, click the Insert Citation button, click Add New Source, enter the necessary information in the Create Source dialog box and then click the OK button.

6. Click the citation to display the content control, click the Citations Options arrow, click Edit Citation, type the page number in the Pages box and then click the OK button.

7. In the Citations & Bibliography group on the References tab, click the Bibliography button, and then click the bibliography with the heading style you prefer.