1. What is a font?
2. A different name for a paragraph
3. A different text color
4. Different text style
5. What is Automatic Hyphenation?
6. A mad person
7. Automatically putting in speech marks
8. Automatically putting in dashes
9. What does a Footer mean?
10. Text at the top of the page
11. Text at the bottom of the page
12. Text randomly on the page
13. What is mail merge?
14. Easily change names/addresses in documents
15. Sending multiple emails at once
16. Smashing two written letters into each one
17. Caps Lock only allow you to type capitals.
18. True
19. False
20. Zooming in and out can be done by holding down shift and scrolling with the mouse.
21. True
22. False
23. Ctrl + Alt + Home makes you go to the end of the document.
24. True
25. False