Legal Research Seminar – Styles in Word – Quiz

1. Styles allow you to create a robust set of formatting rules that can be applied to text, tables, and lists.

T/F

1. Two big benefits of using Styles are:
2. Stability and Originality
3. Simplicity and Organization
4. Organization and Consistency
5. Fame and Fortune
6. You are less likely to make mistakes when you format your document by hand.

T/F

1. In Word, right clicking to customize the ribbon is done in what Operating System (OS)?
2. macOS
3. Linux
4. Skynet
5. ChromeOS
6. Windows
7. Do you have to remove Styles you aren’t planning to use when creating a template?
8. Yes
9. No, but it’s a good idea
10. What is the file extension for a Word Template file?
11. .dotx
12. .pdf
13. .txt
14. .html
15. .docx