**Tutorial Quiz #2**

**Be sure to download each practice document; do the work on it and then copy and paste it at the end of this quiz!**

[**Tutorial 4: Word 2013 – Line and Paragraph Spacing**](http://www.gcflearnfree.org/word2013/12.2)

1. What is the default spacing in Word 2013?

2. Most business letters are single spaced, so how would you change the line spacing?

3. Why would a person adjust paragraph spacing?

[**Tutorial 5: Lists**](http://www.gcflearnfree.org/word2013/13)

1. How would turn a picture into a bullet ?

2. How do you increase or decrease levels on a list?

[**Tutorial 6: Hyperlinks**](http://www.gcflearnfree.org/word2013/14)

1. What are some reasons to insert a hyperlink?

2. How do turn a word or phrase into a hyperlink?

[**Tutorial 7: Headers and Footers**](http://www.gcflearnfree.org/word2013/17)

1. What is a header?

2. Is it possible to have different headers in a document?

3. How would you adjust the width of a header or footer?

4. How do you add a page number?

[**Tutorial 8: Pictures and Text Wrapping**](http://www.gcflearnfree.org/word2013/18)

1. What tab would you use to insert a picture?

2. What is text wrapping used for?

3. What does position do?

4. T or F – If you are inserting several pictures and they won’t line up correctly, you need to check your text wrapping.

[**Tutorial 9: Text boxes and WordArt**](http://www.gcflearnfree.org/word2013/21)

1. How do you draw a text box?

2. Can you change font style or color inside a text box?

3. How do you resize a text box?

4. How do you remove the border around the text box?

5. How do you fill color into the text box?

6. What are some examples of WordArt?

[**Tutorial 10: Tables**](http://www.gcflearnfree.org/word2013/23)

1. How would you insert a 3 column, 4 row table?

2. How would you quickly change a tables look?

3. How would you remove the borders on a table?