

Ch 2 Questions

- 1) How do you select a paragraph to manipulate?
- 2) How do you open the clipboard task pane?
- 3) Change this question to where it is underlined.
- 4) Change all answers where the font size is 14 pt and Italic
- 5) Change this question to where it has strikethrough.
- 6) Change the 2 on x2 to where it shows as superscript
- 7) Change this question to where the font is red
- 8) Enter the symbol of “less than or equal”
- 9) Describe how to find and replace text:
- 10) Name five word search options:
- 11) Name three wild card options and explain how they are used:
- 12) Make a hyperlink to “richardgraves.com”
- 13) Create a second page and type second page. Create a hyperlink to it