1. What is the keyboard shortcut used to underline text?
   A. Ctrl+U
   B. Ctrl+I
   C. Ctrl+Y
   D. Ctrl+B

2. What are a set of characters designed to look the same called?
   A. Fonts styles
   B. Font
   C. Font effects

3. To select a large block of text you need to click at the start of the block, hold the ______ key down and then click at the end of the block of text.
   A. Alt
   B. Enter
   C. Ctrl
   D. Shift

4. Which of the following will select a whole word?
   A. Single-click on the word.
   B. Double-click on the word.
   C. Triple-click on the word.

5. Which of the following is found at the top of a document page?
   A. Footer
   B. Header

6. Which tool can most easily be used to find synonyms for words in your document?
   A. Spelling
   B. Research
   C. Lookup
   D. Define

7. Which of the following font styles or effects is good for making text stand out?
   A. Strikethrough
   B. Subscript
   C. Bold
8. Which type of list is best suited for items that DO NOT go in any specific order?
   A. Connected  
   B. Bulleted  
   C. Numbered

9. What is the keyboard shortcut used to select all text?
   A. Ctrl+Enter  
   B. Ctrl+C  
   C. Ctrl+A  
   D. Ctrl+Y  
   E. Ctrl+V

10. What tool can be used to copy complex text formatting from one section of the document to another?
    A. Clear formatting  
    B. Change font  
    C. Paint format  
    D. Format paragraphs

11. What is the keyboard shortcut used to paste previously copies text?
    A. Ctrl+V  
    B. Ctrl+Enter  
    C. Ctrl+C  
    D. Ctrl+Y  
    E. Ctrl+A

12. You are writing a report about a trip you made to several cities last month. Which of the following paragraph styles would be the best choice for the report's name?
    A. Normal text  
    B. Title  
    C. Heading3

13. You are writing an essay about your summer. Which of the following paragraph styles would be the best choice for paragraphs in the essay?
    A. Title  
    B. Heading3  
    C. Normal text

14. You are writing a short story. Which of the following paragraph styles would be the best choice for the different chapter names in the story?
    A. Title  
    B. Heading3  
    C. Normal text
15. Where would you click to resize the image?
   A. 
   B. 
   C. 
   D. 
   E. 

16. What page orientation is shown in the image?
   A. Landscape
   B. Portrait
17. Where would you click to rotate the image?
   A. 
   B. 
   C. 
   D. 
   E. 

18. Where on the Menu tab would you click to access the command to add an image?
   A. 
   B. 
   C. 
   D. 
   E.
19. Where on the Menu tab would you click to access the command to change the document's paper size?
   A. 
   B. 
   C. 
   D. 
   E. 

20. What paragraph alignment is shown in the image?
   A. Left
   B. Center
   C. Right
   D. Justify

21. What tool is indicated in the image?
   A. Change font
   B. Format paragraphs
   C. Paint format
   D. Clear formatting
22. Where on the Menu tab would you click to access the command to change the paragraph line spacing?
   A.  
   B.  
   C.  
   D.  
   E.  

23. Where on the Toolbar would you click to change the text color?
   A.  
   B.  
   C.  
   D.  
   E.  

24. Where on the Toolbar would you click to change the font?

A.  
B.  
C.  
D.  
E.  

[Image of toolbar with options A to E]
25. Where on the Toolbar would you click to center text on the page?
   A. 
   B. 
   C. 
   D. 
   E. 
26. Where on the Toolbar would you click to display additional Toolbar commands?

A.
B.
C.
D.
E.

[Image of Google Docs Toolbar with arrows pointing to different sections]
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>A - Ctrl+U</td>
</tr>
<tr>
<td>2.</td>
<td>B - Font</td>
</tr>
<tr>
<td>3.</td>
<td>D - Shift</td>
</tr>
<tr>
<td>4.</td>
<td>B - Double-click on the word.</td>
</tr>
<tr>
<td>5.</td>
<td>B - Header</td>
</tr>
<tr>
<td>6.</td>
<td>D - Define</td>
</tr>
<tr>
<td>7.</td>
<td>C - Bold</td>
</tr>
<tr>
<td>8.</td>
<td>B - Bulleted</td>
</tr>
<tr>
<td>9.</td>
<td>C - Ctrl+A</td>
</tr>
<tr>
<td>10.</td>
<td>C - Paint format</td>
</tr>
<tr>
<td>11.</td>
<td>A - Ctrl+V</td>
</tr>
<tr>
<td>12.</td>
<td>B - Title</td>
</tr>
<tr>
<td>13.</td>
<td>C - Normal text</td>
</tr>
<tr>
<td>14.</td>
<td>B - Heading3</td>
</tr>
<tr>
<td>15.</td>
<td>B</td>
</tr>
<tr>
<td>16.</td>
<td>B - Portrait</td>
</tr>
<tr>
<td>17.</td>
<td>C</td>
</tr>
<tr>
<td>18.</td>
<td>C</td>
</tr>
<tr>
<td>19.</td>
<td>A</td>
</tr>
<tr>
<td>20.</td>
<td>C - Right</td>
</tr>
<tr>
<td>21.</td>
<td>C - Paint format</td>
</tr>
<tr>
<td>22.</td>
<td>C</td>
</tr>
<tr>
<td>23.</td>
<td>D</td>
</tr>
<tr>
<td>24.</td>
<td>B</td>
</tr>
<tr>
<td>25.</td>
<td>C</td>
</tr>
<tr>
<td>26.</td>
<td>E</td>
</tr>
</tbody>
</table>