# Lesson 7—Getting Started with Word Essentials

Review Questions

## True / False

1. False

2. False

3. True

4. True

5. False

## Multiple Choice

1. A

2. C

3. A

4. C

5. C

## Fill in the Blank

1. default settings

2. word wrap

3. click and type

4. Normal.dotm template

5. toggle

projects

##### Project 7-1

The solution file is named **sFault.docx.**

**Project 7-2**

The solution file is named **sInterview Preparation.docx**.

**Project 7-3**

There is no solution file**.**

**Teamwork Project**

Solutions will vary.

Critical Thinking

## Activity 7-1

Answers will vary.

## Activity 7-2

The setting can be found in the Word Options dialog box. Click the Office Button and then click Word Options. The Popular options will appear. Under Top options for working with Word, uncheck the option Open e-mail attachments in Full Screen Reading view.

Online Discovery

Responses will vary depending on the browser in use and could include the following similarities:

* You can zoom in and out by holding Ctrl and moving the mouse wheel.
* You can change the magnification by setting specific zoom settings.
* You can increase or decrease the size of the text.
* You can view the Web page in Full Screen size, which is similar to Full Screen Reading view in Word because the document fills the screen and the toolbars and status bar are hidden.