# Lesson 8—Editing and Formatting Documents

Review Questions

## True / False

1. True

2. False

3. True

4. True

5. True

## Multiple Choice

1. A

2. B

3. B

4. B

5. D

## Fill in the Blank

1. Clipboard

2. Insert

3. points

4. soft page break

5. margin

projects

##### Project 8-1

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

**Project 8-2**

The solution file is named **sOak Creek.docx**.

**Teamwork Project**

Solutions will vary.

Critical Thinking

## Activity 8-1

Solutions will vary.

## Activity 8-2

Solutions will vary.

Online Discovery

Solutions will vary.