**Tutorial Quiz**

[**Tutorial 1: Word 2013-Getting to know Word**](http://www.gcflearnfree.org/word2013/4)

1. What does this icon do?

2. Which command did you add to the Quick Access Tool Bar?

3. What are the steps to save a document with an actual name?

4. What tab would you find the option to Show or Hide the ruler?

[**Tutorial 2: Word 2013-Page Layout**](http://www.gcflearnfree.org/word2013/9)

1. What is the difference between landscape and portrait page layout?

2. Which format is the default page layout?

3. What are the “Normal” margin settings?

[**Tutorial 3: Indents and Tabs**](http://www.gcflearnfree.org/word2013/11)

1. What is a hanging indent?

2. How do you create a hanging indent?

3. Right align this sentence: “This is right aligned.”

4. Center this sentence: “This is centered.”

5. By default, how many inches does the text move each time you press the tab key?