



Practice Zone

Fill in the blanks.

1. A _____ is a small symbol such as a square or a dot placed in front of every point in the list.
2. When the order of points in a list is important, you can create a _____ list.
3. The Borders and Shading dialog box lets you add paragraph or _____ borders.
4. The Spelling & Grammar feature is present on _____ tab.