

Digital Publishing: Formatting Focus Review

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Understanding Proper Document Formatting

Name: _____

Date: _____

Answer the following questions based on what you learned about digital document formatting.

1. What did you learn about formatting today?

2. What font size should you use for your document?

- A. 10-point
- B. 12-point
- C. 14-point

3. Good formatting can help communicate your message more effectively.

- True False

4. The title of the document should be ____ and larger than the rest of the text.

5. How can good formatting help communicate your message?

6. What is a recommended font type for formatting?

- A. Arial
- B. Comic Sans
- C. Times New Roman

7. You should use single spacing for paragraphs in your document.

- True False

8. You should ____ space your text for better readability.

9. Why is it important to have clear headings in your document?

- A. To make it look pretty
- B. To help organize the information
- C. To fill up space

10. How does Proverbs 22:29 relate to the importance of formatting?

Answer Key

1. I learned that formatting helps make documents clearer and easier to read. 2. 12-point 3. True 4. centered 5. Good formatting makes the text easier to read and understand, which helps the reader get the message clearly. 6. Times New Roman 7. False 8. double 9. To help organize the information 10. It shows that being skilled and paying attention to detail in our work can lead to greater opportunities.