

Unit 14 Answer key

- 1**
- 1 Increase/Decrease indent
 - 2 Insert picture/table/hyperlink
 - 3 Insert picture/table/hyperlink
 - 4 Insert picture/table/hyperlink
 - 5 Align left/right

- 2**
- 1 Formatting Toolbar
 - 2 Standard Toolbar
 - 3 Formatting Toolbar
 - 4 Standard Toolbar
 - 5 Formatting Toolbar
 - 6 Formatting Toolbar
 - 7 Standard Toolbar
 - 8 Standard Toolbar

- 3**
- 1 First
 - 2 Then
 - 3 that
 - 4 What
 - 5 Next
 - 6 then
 - 7 Like
 - 8 right
 - 9 Finally
 - 10 everything