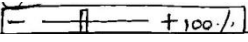


I. Choose the best answer: 10x1=10

1. To close a word document click on _____ and click exit.

- a) File tab b) Insert tab c) Design tab d) View tab

2.  identify the tool _____.

- a) Zoom tool b) Page Orientation c) Size tool d) All the above

3. _____ displays the name of the document and application.

- a) Status bar b) Title bar c) Groups d) View tab

4. The keyboard shortcut to open a document _____.

- a) Ctrl + S b) Ctrl + M c) Ctrl + O d) Ctrl + R

5. _____ are an area on the Ribbon that contains buttons that are organized in groups.

- a) Tabs b) Tools c) Menus d) Files

6. _____ is the button that provides access to menu commands in word.

- a) File button b) Layout c) Mailing d) New button

7. _____ is an area across the top of the screen.

- a) Status bar b) Ruler c) Ribbon d) Groups

8. The Ribbon can be reduced to a single line of tabs by pressing _____.

- a) Ctrl + F4 b) Ctrl + F5 c) Ctrl + F1 d) Ctrl + F2

9. At the _____ end of the Title bar is the minimize, restore and close buttons.

- a) Left b) Right c) Center d) Both a and b

10. The Ribbon replaces the _____ in previous versions.

- a) Menus and tool bars b) File and insert
c) Button and tools d) Margins and ruler

II. Fill in the blanks: 5x1=5

1. _____ is a suite of products developed by Microsoft corporation.

2. The _____ contains a list of documents previously saved to disk.

3. Microsoft word and word perfect are also _____.

4. _____ and _____ are the common text editor for windows.

5. _____ is a group of buttons on a tab that are exposed and easily accessible.

III. Match the following: 5x1=5

1. Ctrl + N - Microsoft Word and Word Perfect

2. Ctrl + S - New document

3. Larger programs - Magnifies or reduces content

4. Alt + F4 - Save

5. Zoom button - Close

IV. State whether true or false: 5x1=5

1. In ribbon to reduce clutter, some tabs are shown only when needed.

2. Microsoft word is not a text editor.

3. The Ribbon is designed to help you quickly find the commands that you need to complete a task.

4. In Microsoft Office Word 2010 the Microsoft Office button has not replaced with file tab.

5. The suite of programs is compatible with both the windows and machintosh operating system.

I. Choose the best answer: 10x1=10

1. Inserting a Hyperlink, select _____.
a) Insert tab b) View tab c) Review tab d) Layout
2. Type the address you want to link in to the _____ field.
a) Enter b) Title c) Address d) Status
3. A ____ is a grid of cells arranged in rows and columns.
a) Table b) Forms c) Record d) Note
4. Press _____ key to start a new paragraph.
a) Enter b) Shift c) Tab d) Both a and b
5. _____ key is used to move the cursor to the next tab stop.
a) Tab b) Shift c) Alt d) Ctrl
6. _____ key is used to delete a single character to the right of the insertion point.
a) Delete b) Backspace c) Esc d) Both a and b
7. The main zoom control is found on the _____.
a) Title bar b) Status bar c) Menu bar d) All the above
8. The keyboard shortcut for Redo _____.
a) Ctrl + Y b) Ctrl + R c) Ctrl + E d) Ctrl + F
9. _____ key is used to delete a single character to the left of the insertion point.
a) Delete b) Backspace c) Esc d) Both a and b
10. Whatever you cut or copy using these commands is saved to the _____.
a) Black board b) Green board c) Clip board d) White board

II. Fill in the blanks: 5x1=5

1. _____ key combination is used to start a new line within the same paragraph.
2. The insertion point is a _____ vertical line in draft or outline view.
3. The _____ wizard allows you to complete the merge process in a variety of ways.
4. _____ option will be used to print a particular page of document.
5. _____ text allows you to use emphasize text as you would if you had a marker.

III. Match the following: 5x1=5

1. Undo - Ctrl + A
2. Cut - Ctrl + Z
3. Copy - Ctrl + X
4. - Ctrl + C
5. Select all - Spelling and Grammar

IV. State whether true or false: 5x1=5

1. Shrink font is used to decrease the font size.
2. Font color is used to highlight text.
3. You can also use the grow font and shrink font commands to change the font size.
4. Select the insert on the ribbon, start mail merge.
5. To insert picture click on the insert tab.