

Grade: 10
Subject: ICT
Teacher: Mrs. Dina Sarris

Section:
Date: / 10 / 2011



Grade (Mark): / 15

Name:

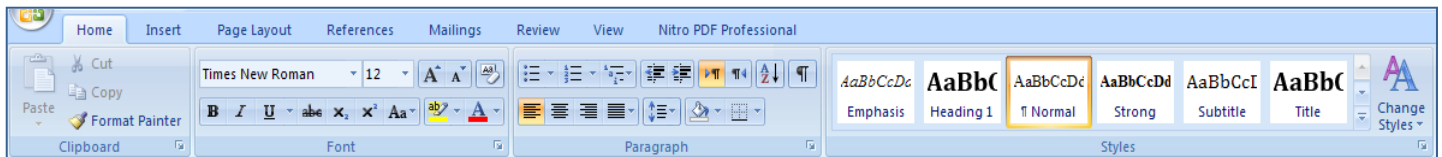
Term: 1

Homework Sheet

Lesson 6: Exploring MS. Office 2007

I. Circle the best response for each of the following statements.

1. A ____ enables you to work with formulas and financial documents.
A. Outlook
B. Excel
C. Access
D. PowerPoint
2. The blinking vertical line that indicates the location in the document where the new text will be entered is called _____.
A. I- beam
B. mouse pointer
C. Insertion Point
D. none of the above
3. When we click the ____, a dialog box will open with options.
A. Scroll bar
B. Dialog box launcher
C. Tab
D. Screen Tip
4. A ____ is a small window that shows the name and description of a command.
A. Screen Tip
B. application window
C. document window
D. none of the above
5. To close the application window, you press on _____.
A. Alt + F4
B. Ctrl + F4
C. F4
D. Shift + F4
6. The below figure represents the _____.



- A. Group
B. Tab
C. Commands
D. Ribbon
7. All MS. Office 2007 applications have the same interface.
A. True
C. False

8. The route that the operating system uses to locate a document is called a _____.
A. location
B. path
C. status bar
D. way

9. **.xlsx** is the assigned extension to _____.
A. Excel 2003
B. PowerPoint 2007
C. Excel 2007
D. PowerPoint 2003

Look at the figure below and answer questions 10 to 12:

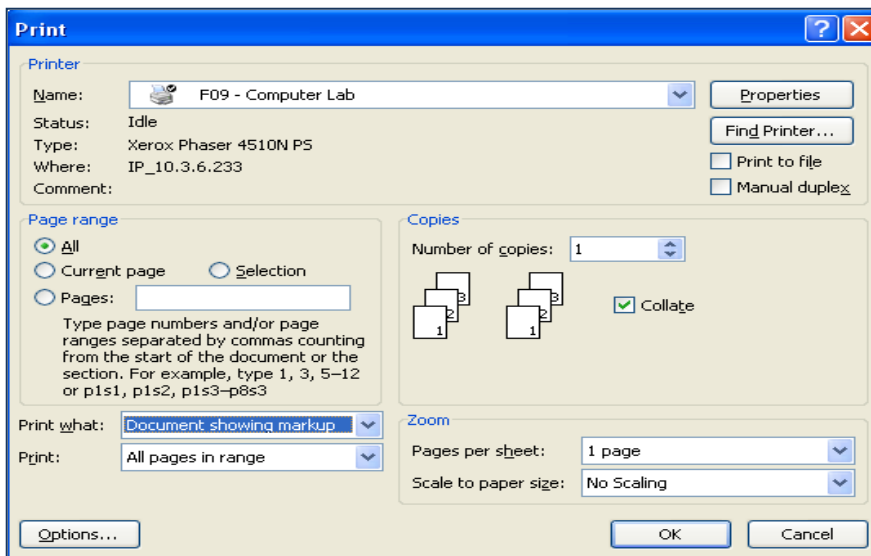


10. Number 1 in the above figure points to the _____.
A. Folder
B. File name
C. File extension
D. Disk

11. Number 2 in the above figure points to the _____.
A. Folder
B. File name
C. File extension
D. Disk

12. Number 3 in the above figure points to the _____.
A. Folder
B. File name
C. Folder type
D. Disk

13. The print settings shown in the figure below indicate the options that will ____.



- A. Print all pages
- B. Print one copy

- C. Print document and showing markup
- D. All of the above

14. What is the default file extension for a document created by using MS. Word 2007?

- A. .doc
- B. .dot
- C. .docx
- D. .dotx

15. The keyboard shortcut to access the Help feature is _____.

- A. F1
- B. F2
- C. F3
- D. F4