



ICT Department  
Teacher: Rena Hamade  
Grade 10

Module 2: Key Applications  
Lesson 7: Getting Started with Word Essentials  
Home Work Sheet

Name: \_\_\_\_\_  
Section: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Total:



- I. Indicate whether the following statements are true or false.  
( /5, 0.5 mark each)

\_\_\_\_\_ Keep track of e-mail, appointments, tasks, contacts, and events; you would use the Outlook application.

\_\_\_\_\_ You can start Office applications using either a desktop icon or the Start menu.

\_\_\_\_\_ You can have more than one Office application open at the same time.

\_\_\_\_\_ You can open and save a document in the same way in all Office applications.

\_\_\_\_\_ To save a document means to store it on a disk.

\_\_\_\_\_ The terms “document” and “file” mean the same thing.

\_\_\_\_\_ When you save a file, you must add the extension that identifies the file’s application

\_\_\_\_\_ The quickest way to print a document is to click the Print button on the Standard toolbar.

\_\_\_\_\_ To close any current documents and the current Office application, open the File menu and choose Exit.

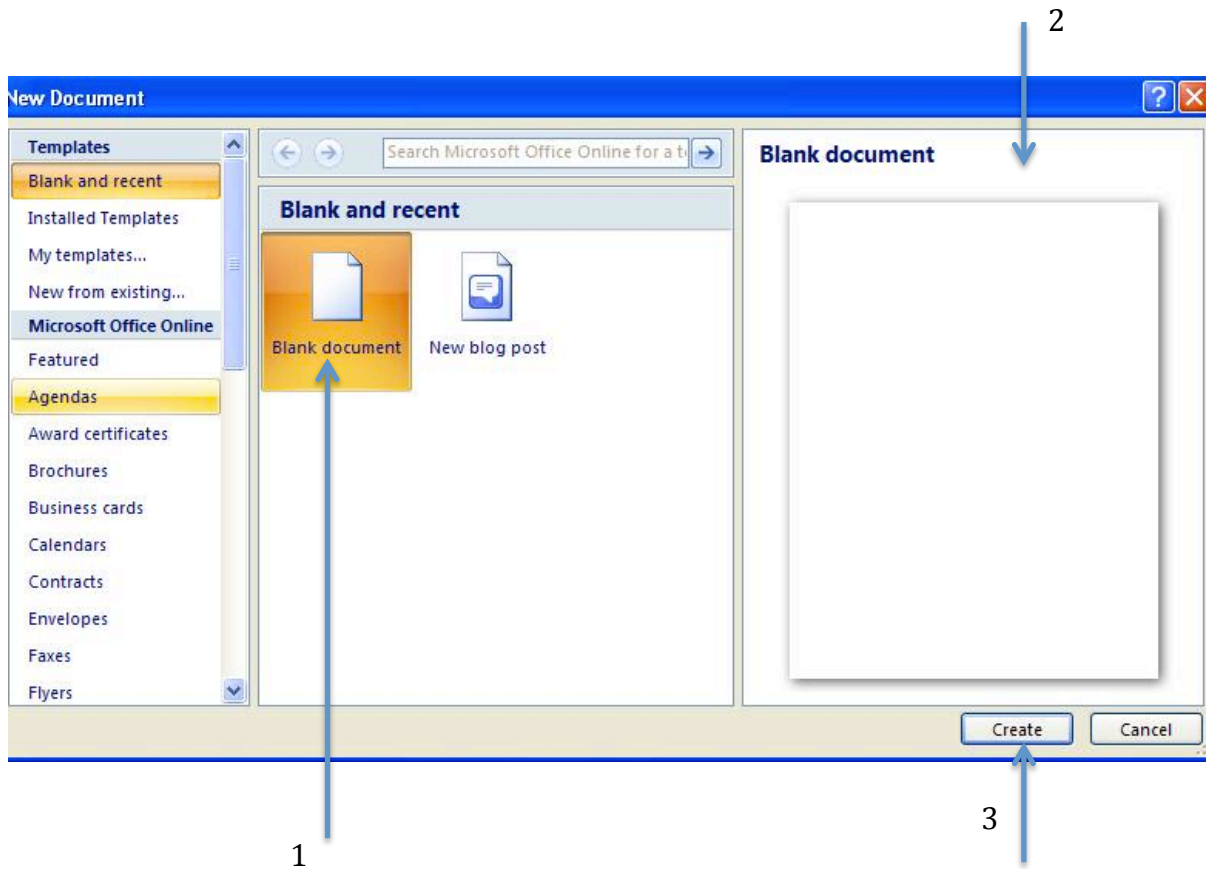
\_\_\_\_\_ When you close a document using the Close command in the File menu, the application automatically closes, too.

II. Complete each statement with the correct term ( / 5, 1 mark each)

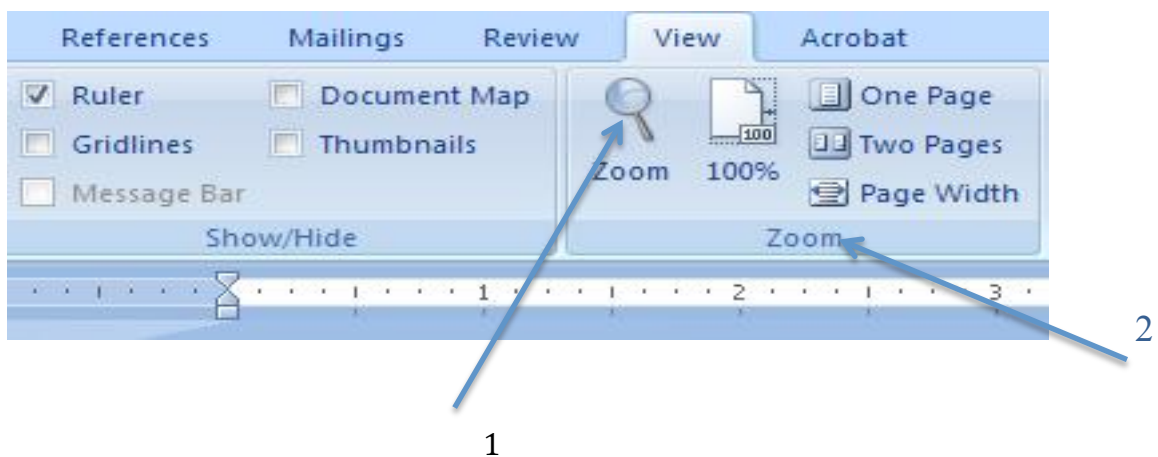
1. A(n) \_\_\_\_\_ is a data file in an application.
2. When the mouse pointer changes to a(n) \_\_\_\_\_, you can insert text at the insertion point.
3. To switch from one open application to another, you click on the application button in the \_\_\_\_\_.
4. The arrow keys and the PgUp and PgDn keys move the \_\_\_\_\_ in a document.
5. The \_\_\_\_\_ pane that opens at the right of an Office application window is a quick way to open a recently edited file or a new blank document.

III. Choose the best answer ( /10, 1 mark each)

1. The extension \_\_\_\_\_ identifies Word documents.
  - a. xls
  - b. doc
  - c. ddl
  - d. wrd
2. When you \_\_\_\_\_ through a document, you move through it without repositioning the insertion point.
  - a. Roll
  - b. Link
  - c. Scroll
  - d. Both a and c
3. You can navigate through a document without taking your hands off the computer keys when you use \_\_\_\_\_.
  - a. Arrow keys
  - b. Keyboard shortcuts
  - c. The PgUp key
  - d. All of the above
4. The arrangement of a standard keyboard on a computer is referred to as \_\_\_\_\_.
  - a. Dvorak
  - b. QWERTY
  - c. Alphabetical
  - d. YUIOP
5. In the figure below, item 1 refers to \_\_\_\_\_:
  - a. Preview Icon
  - b. New Template Icon
  - c. New Blank Document Icon
  - d. New budget template icon



6. In the figure above, item 2 refers to \_\_\_\_\_:
- a. New template icon
  - b. New blank document icon
  - c. Preview icon
  - d. New Budget template
7. In the figure above, item 3 refers to \_\_\_\_\_:
- a. Create a new Document
  - b. Create new budget template
  - c. Create new template
  - d. Create new Page



8. In the figure above, item 1 is the \_\_\_\_\_:
- a. Zoom button
  - b. View Button
  - c. change size button
  - d. View Option

9. In the figure above, item 2 is used to:
- a. Change text size and magnification
  - b. Change View Option
  - c. Change text size
  - d. Change preview size



10. The above figure represents the \_\_\_\_\_:
- a. Zoom Control in the Status Bar
  - b. Zoom Control in the Task Bar
  - c. Zoom Control in the View Bar
  - d. Zoom Control in the Menu Bar