

Grade (Mark): / 30

Name:

Term: 1

Homework Sheet Lesson 5,6,7 & 8

1. To select a whole paragraph, you should ___ any where in the paragraph.
- a. right click
 - b. click
 - c. double click
 - d. triple clicks

2. Which of the following icons represent an application?



3. In ___ mode, new text replacesthe existing text.

- a. Insert
- b. overtype
- c. delete
- d. replace

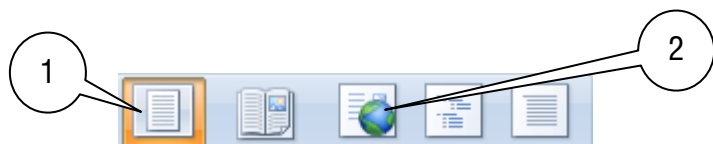
4. To delete the character to the right of the insertion point, you press ___ key.

- a. Delete
- b. Tab
- c. Backspace
- d. Space bar

5. You use the ___ to move around in word 2007.

- a. mouse
- b. thumbnails
- c. keyboard
- d. all the above

For the figure below answer questions 6 and 7:



6. Number 1 on the above figure shows ____.

- a. print layout
- b. web layout
- c. outline
- d. draft

7. Number 2 on the above figure shows ____.

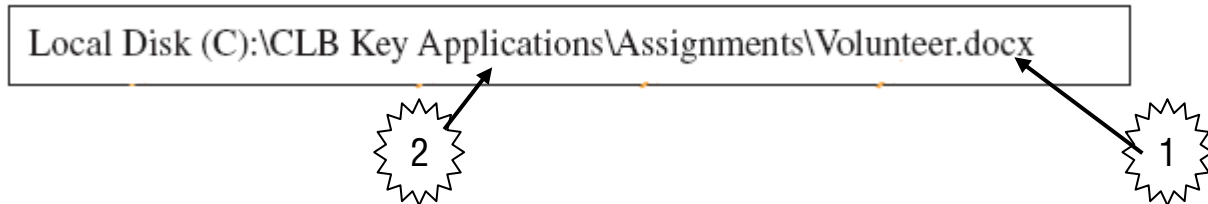
- a. print layout
- b. web layout
- c. outline
- d. draft





8. ___ is a Word setting that enables you to quickly position the insertion point within a blank area of a document.

- a. Click and Type
- b. Showing Characters
- c. Drag
- d. Changing Views

9. When a mouse pointer is changed to ____, this indicated that text can be entered in that area of the document.
- a. insertion point
 - b. I- beam
 - c. arrow
 - d. cross- hair
10. To select non adjacent files, use the ____ key.
- a. Shift
 - b. Alt
 - c. Ctrl
 - d. Tab

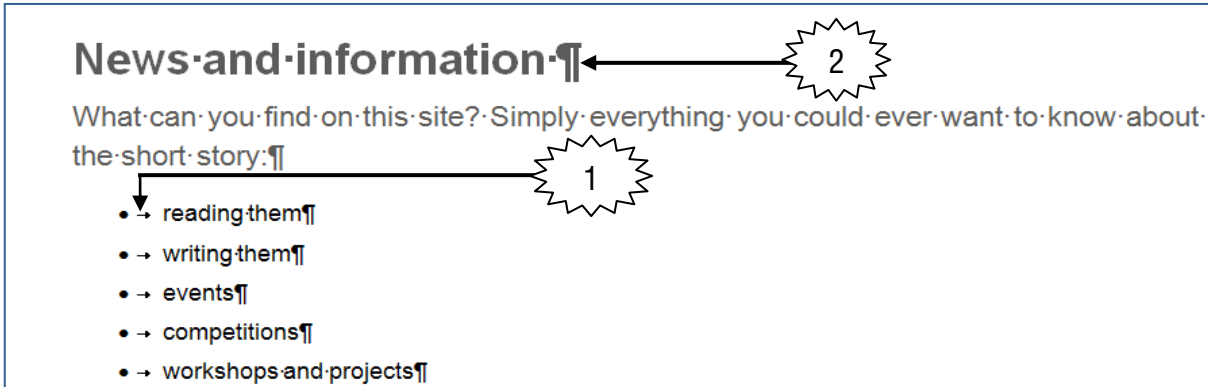
Look at the figure below and answer questions 9 and 10:

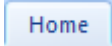
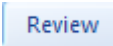
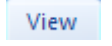
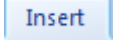






11. Number 1 in the above figure pints to the ____.
- a. disk
 - b. file name
 - c. file extension
 - d. folder
12. Number 2 in the above figure oints to the ____.
- a. disk
 - b. file name
 - c. file extension
 - d. folder
13. When you ____ a file, you place a duplicate of the file in a different location and the original file remains in place.
- a. Copy
 - b. delete
 - c. move
 - d. rename
14. ____ rearranges the files on a hard disk so the disk performs optimally.
- a. Disk Cleanup
 - b. Character Map
 - c. Disk Defragmenter
 - d. Backup
15. Which of the following buttons is used to format a paragraph as a bulleted list?
- a. 
 - b. 
 - c. 
 - d. 
16. A ____ application enables you to create multimedia slide shows, outlines, transparencies, and organizational charts.
- a. database
 - b. word- processing
 - c. spreadsheet
 - d. presentation
17. The ____ is a blue banner that stretches across the top of the screen.
- a. Titlebar
 - b. Ribbon
 - c. Tab
 - d. Office button
18. The ____ provides the button name, a keyboard shortcut, and a description of its function.
- a. Dialog box launcher
 - b. Ribbon
 - c. Screen Tip
 - d. none of the above

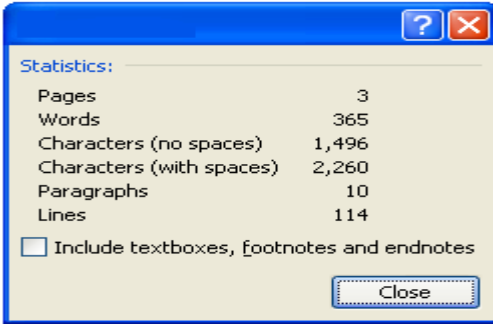
19. A ____ is a collection of information saved as a unit.
- | | |
|------------|-----------|
| a. file | c. folder |
| b. picture | d. window |

Look at the figure below and answer questions 18 and 19:



20. In the above figure item 1 points to the ____.
- | | |
|---------------------|----------------------|
| a. space symbol | c. tab marker |
| b. paragraph marker | d. none of the above |
21. In the figure above item 2 points to the ____.
- | | |
|---------------------|----------------------|
| a. space symbol | c. tab marker |
| b. paragraph marker | d. none of the above |
22. What is the default file extension for a file created by MS. PowerPoint 2007?
- | | |
|----------|-----------|
| a. .ppt | c. .pptxl |
| b. .pptx | d. .pptl |
23. In MS. Word, which tab holds the Proofing group?
- | | |
|--|--|
| a.  | c.  |
| b.  | d.  |
24. When you ____ a document, you store it on a disk or other storage medium.
- | | |
|-----------|---------|
| a. Print | c. Save |
| b. Delete | d. Copy |
25. The electronic files that are created using MS. Word are called ____.
- | | |
|-----------------|-------------|
| a. document | c. book |
| b. presentation | d. database |
26. In MS. Word, the ____ determines the space inserted between the margin and the line of text appears.
- | | |
|--------------|----------------------|
| a. paragraph | c. Scroll bar |
| b. Indent | d. none of the above |
27. Which button is used to change the color of a text?
- | | |
|--|--|
| a.  | c.  |
| b.  | d.  |

28. A paragraph marker is inserted by pressing the Enter key, which creates a ____.
- a. manual line break
 - b. section break
 - c. soft line break
 - d. paragraph
29. To execute the Find command, we press on ____.
- a. Ctrl + H
 - b. Ctrl + F
 - c. Shift + F
 - d. Shift + H
30. The ____ dialog box shown in the figure below is used to provide statistics about your document.



- a. page count
- b. line count
- c. word count
- d. character count