

Bishkek Kyrgyz- Turkish Boys High School 9th Class MSWORD Exam

1- We can't ----- by using MSWORD

- Check grammar control
- Make an Animation
- Preapare simple book
- Make a calendar
- None of the above

2- Yazılan bir yazı üzerinde deęişiklik yapmak için önce ne yapılmalı?

3- Aşağıdaki kelimeleri açıklayınız

- PAGE SETUP
- PRINT
- PRINTPREVIEW
- FONT
- TOOLBAR
- FORMATITNG
- MENU BAR

4- Aşağıdaki kısayol (Shortcut key) anlamlarını yazınız.

- CTRL+A
- CTRL+S
- CTRL+X
- CTRL+C
- CRTL+V

8- 7. sorudaki ekranda sayfamızı **Landscape** veya **Portrait** yapmak için hangi bölüme girmeliyiz ?

9- Word ile hazırladığımız documanın sayfalarının üstüne aynı yazıyı nasıl koyabiliriz ?

10- Microsoft word is a

- web browser
- database
- word processor
- e-mail program
- Spread sheet

11- Which one of the following is NOT a Tab setting.....

- Vertical
- Left
- Right
- Center
- Decimal

12- Microsoft Word is an operating system.

- True
- False
- Leave blank

13- The insertion point indicates where text will be inserted as you type.

- True
- False
- Leave blank

14- To create a new paragraph, press the ENTER key.

- True
- False
- Leave blank

15- Double-click a red wavy underlined word to display a shortcut menu that lists suggested spelling corrections for the flagged word.

- True
- False
- Leave blank

16- To save a document with the same file name, click the Open button on the taskbar.

- True
- False
- Leave blank






17- To center selected paragraphs, click the Center button on the Formatting toolbar.

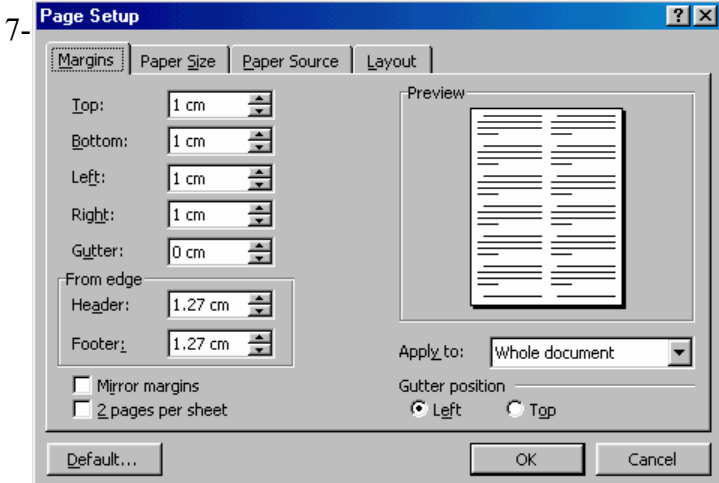
- True
- False
- Leave blank



Yukarıdaki görüntü WORD'ün DRAW toolbarından alınmıştır. Buradaki sembollerin ne iş yaptıklarını yazınız.

6- Hangisi Spell&Grammer butonudur

- 
- 
- 
- 
- 



How can we open this menu ? (Where)

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18- The Office Assistant button is on the Standard toolbar.

- a) True
- b) False
- c) Leave blank

19- To scroll down one entire screenful at a time, _____.

- a) click below the scroll box on the scroll bar
- b) click scroll arrow at bottom of the scroll bar
- c) press PAGE DOWN
- d) both a and c
- e) Leave blank

20- To place a bullet automatically at the beginning of a paragraph, type a(n) _____ and then press the SPACEBAR.

- a) asterisk (*)
- b) plus (+)
- c) letter o
- d) exclamation point (!)
- e) Leave blank

21- To select a single word, _____ the word.

- a) click
- b) right-click
- c) double-click
- d) drag
- e) Leave blank

22- To erase the character to the right of the insertion point, press the _____ key.

- a) DELETE
- b) INSERT
- c) BACKSPACE
- d) both a and c
- e) Leave blank

23- To close a document and start over, _____.

- a) click Close on File menu
- b) click Close button on menu bar
- c) click Close button on Standard toolbar
- d) all of the above
- e) Leave blank

24- Where do I go to set margins?

- a) File
- b) Tools
- c) Format
- d) All of the above
- e) Leave blank

25- Word does an auto save every

- a) 10 minutes
- b) Week
- c) User defined
- d) It does not
- e) Leave blank

26- To view more than one document at a time, open both documents and go to

- a) View
- b) Window
- c) I need to open Word twice
- d) None of the above
- e) Leave blank

27- How do you send a print job to a new/different printer?

- a) Tools
- b) File, then Print
- c) Right click the print icon
- d) All of the above
- e) Leave blank

28- A red squiggly line under a word means

- a) It's grammatically incorrect
- b) It's spelled incorrectly
- c) A virus
- d) The document is corrupted
- e) Leave blank

29- Can I be saving a long document while starting a new one?

- a) No
- b) Yes
- c) Leave blank

30- If I forget the password to my document, I can remove the motherboard battery to reset it.

- a) True
- b) False
- c) Leave blank

31- Fonts are changed in

- a) The format menu
- b) From the tool bar
- c) A & B
- d) At the print screen
- e) Leave blank

32- What is the keyboard shortcut for putting text in italics?

- a) Alt + I
- b) Ctl + I
- c) Ctl + Alt + Del
- d) Shift + T
- e) Leave blank

Good Luck !