8C III. Quarter Word & Windows Exam

Question	YES	NO
Can you use a mouse?	x	
Can you resize a Window?	x	
Do you know what an icon is?	x	
Can you iconize a Window?		
Can you drag a Window to a new location?		
Can you open a piece of software?		
Can you create a file using Windows software?		
Can you save a document?		
Can you exit a piece of software?		
Can you use more than one Window at any one time?		
Can you select a block of text with your mouse?		
Do you know how to use the Windows Help?		
Have you used the Windows Tutorial?		
Can you toggle from one open Window to another without using your mouse?		
Total		

1- Can you delete files without moving them to the Recycle Bin?
   a) Yes...hold the Shift Key down and hit Delete key
   b) No...it's not possible
   c) Change Properties in Recycle Bin
   d) Both 1 and 3

2- The easiest way to access the Dial-Up Networking folder is to click on:
   a) My Computer
   b) Taskbar
   c) Control Panel
   d) Start Menu

3- Windows 9.X screensaver files are usually found in what directory?
   a) C:\Windows\Media
   b) C:\Windows\System
   c) C:\Program Files\Screensaver
   d) C:\Windows

4- If you wanted to execute the Windows Media Player at the Start\Run dialog box you would type:
   a) media   b) mplayer c) player
   d) None of the above

5- Windows System sound events may be modified in:
   a) Add/Remove Software
   b) Windows installation
   c) Sounds applet in Control Panel
   d) Explorer

6- The default setting for the Recycle Bin for the percentage of the hard drive retained before automatic deletion of the oldest files is:
   a) 50%   b) 10% c) 25% d) None of the above

7-Paper size can be altered from the
   a) File, Page Setup menu choice
   b) Edit, Paper Size menu choice
   c) File, Properties menu choice
   d) File, Summary Info menu choice

8- As you type or insert text, graphics, charts or tables, where will they be displayed?
   a. wizard box
   b. scroll bar area
   c. text area
   d. draw tools window

9- 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

10- To erase or delete the character to the left of the flashing cursor, use the:
   a) left arrow key
   b) delete key
   c) backspace key
   d) both b & c

11- **If you accidentally delete a block of text, you can bring it back with the undo icon.**
   a) True
   b) False

12- **By changing the font in the font box on the formatting bar, all the text in the document will be changed to that font**.
   a) True
   b) False

13- **Where do I go to set margins?**
   a) File
   b) Tools
   c) Format
   d) All of the above

14- **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

15-**We can't --------- by using MSWORD**
   a) Check grammar control
   b) Make an Animation
   c) Preapare simple book
   d) Make a calendar
   e) None of the above

16 **Aşağıdaki kısayol (Shortcut key) anlamlarını yazınız.**
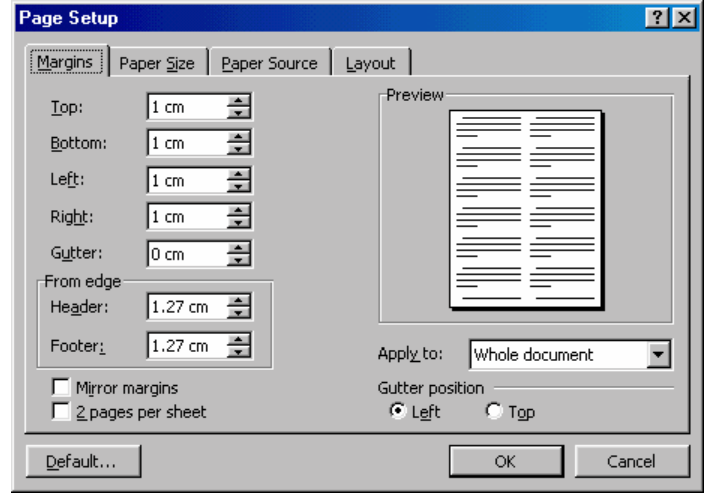
    f)   CTRL+A
    g)   CTRL+S
    h)   CTRL+X
    i)   CTRL+C
    j)   CRTL+V

17-

  1 2   3   4   5 6 7 8 9 10 11 12 13

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

18- **What can I do ? If I want to change paper direction**