

8D Class Computer Exam
Microsoft Word Fundamentals

1- **To modify Word settings that control screen appearance, printing, user information, editing, spelling, and grammar**

- a) Select Tools, Customize from the menu options
- b) Select Tools, Options from the menu options
- c) Select Tools, Revisions from the menu options
- d) Select File, Summary Info from the menu options

2- **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

3- **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

4- **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

5- **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

6- **If you accidentally delete a block of text, you can bring it back with the undo icon.**

- a) True
- b) False

7- **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

8- **Where do I go to set margins?**

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

9- **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

10- **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

11- **We can't ----- by using MSWORD**

- a) Check grammar control
- b) Make an Animation
- c) Prepare simple book
- d) Make a calendar
- e) None of the above

12 **Aşağıdaki kısayol (Shortcut key) anlamlarını yazınız.**

- f) CTRL+A
- g) CTRL+S
- h) CTRL+X
- i) CTRL+C
- j) CTRL+V

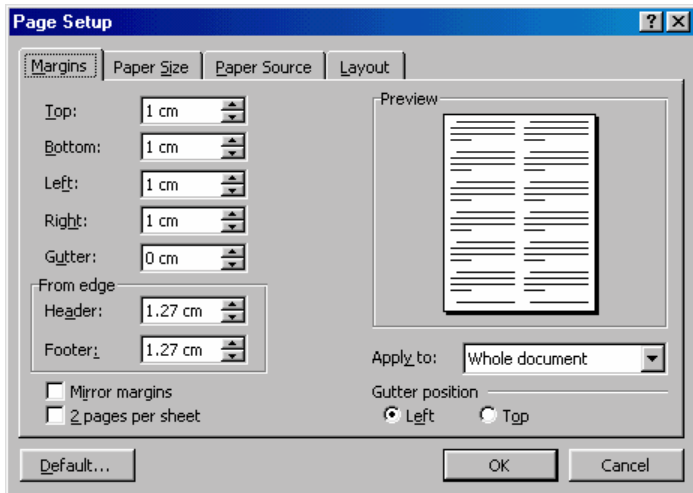
13-



Yukarıdaki görüntü WORD'ün DRAW toolbarından

alınmıştır. Buradaki sembollerin ne iş yaptıklarını yazınız.

14- How can we open this menu ? (Where)



15 Microsoft word is a

- a) web browser
- b) database
- c) word processor
- d) e-mail program
- e) Spread sheet

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

- a) Vertical
- b) Left
- c) Right
- d) Center
- e) Decimal

17-Microsoft Word is an operating system.

- a) True
- b) False

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

- a) True
- b) False

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

- a) True
- b) False

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

- a) True
- b) False

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

- a) True
- b) False

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

- a) True
- b) False

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

- a) True
- b) False

24- 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 (!)

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

- a) click
- b) right-click
- c) double-click
- d) drag

26-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

27- 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

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

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

- a) No
- b) Yes

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

- a) True
- b) False

30-Fonts are changed in

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

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

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

32- What can I do ? If I want to change paper direction (see question 14)