

1. Word de yazılan bir dokumana nasıl resim eklersiniz? (How can you add a picture to a word document ?)

A) Insert / Picture  
 B) Insert / Picture / From File  
 C) Object / Picture  
 D) Object / Picture / From File  
 E) Insert / Object

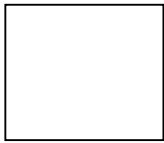
2. Word de yazılan bir dokumana nasıl şifre (password) eklersiniz? (How can you apply a password to any word document?)

A) Tools / Option / Save  
 B) Tools / Macro  
 C) Insert / Password  
 D) Insert / Footnote  
 E) File / Password

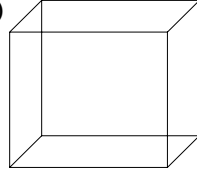
3. Son yapılan işlemi nasıl geri alırsınız? (How can you cancel the latest action ?)

A) ALT+Z      B) CTRL+Y  
 C) CTRL+A      D) CTRL+Z  
 E) CTRL+S

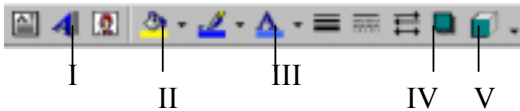
4. Picture-1 i picture-2 şekline dönüştürmek için hangi düğmeye basılmalıdır? (While picture-1 is selected, which button must be clicked to change to picture-2 ?)



Picture-1



Picture-2

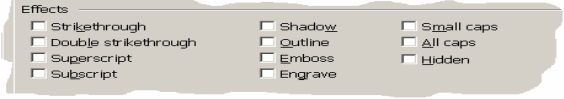


A) I B) II C) III D) IV E) V

5. Klavyeyi kullanarak seçili texti başka bir yere nasıl taşırsınız? (How can you move a selected text using keyboard ?)

A) CTRL+C and CTRL+V  
 B) CTRL+X and CTRL+V  
 C) CTRL+Z and CTRL+V  
 D) CTRL+X and CTRL+Z  
 E) CTRL+V and CTRL+C

6. H<sub>2</sub>SO<sub>4</sub> yazmak için Format=>Font dan hangisi seçilmelidir? (Which option must be selected in FORMAT /FONT, if you want to write H<sub>2</sub>SO<sub>4</sub> ?)



A) Engrave  
 B) Emboss  
 C) Shadow  
 D) Superscript  
 E) Subscript

7. HEADERS, FOOTERS ve MARGINS genelde hangi programlarda olur? (Where might you find HEADERS, FOOTERS and MARGINS?)

A) A soccer game  
 B) Spreadsheet  
 C) Word Processing  
 D) Database  
 E) Operating Systems

8. ROWS(satırlar) CELLS(hücreler) genelde hangi programlarda olur? (Where might you find, Columns,and?)

A) Spreadsheet  
 B) Web Page  
 C) Database  
 D) Word Processing  
 E) Operating Systems

9. Bir hücredeki texti düzeltmek için \_\_\_\_\_. (You can edit text in a cell by \_\_\_\_\_.)

A) hücre iki defa tıklanır (double-clicking the cell)  
 B) hücre tıklanıp F2 e basılır (clicking the cell and pressing F2)  
 C) formül çubuğunun içi tıklanır (clicking the entry in the formula bar)  
 D) (all of the above)  
 E) (none of them)

10. ISP nin açılmış şekli hangisidir? (What does the term ISP stand for?)

A) Internal System Performance  
 B) Internet Service Performance  
 C) Internet Service Provider  
 D) Internal Service Performance  
 E) None of them