

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

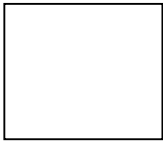
2. Word de yazılan bir dokumana nasıl şifre (password) eklersiniz? (How can you apply a password to any word document?)

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

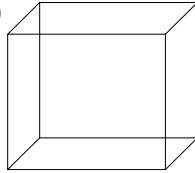
3. Son yapılan işlemi nasıl geri alırsınız? (How can you cancel the latest action ?)

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

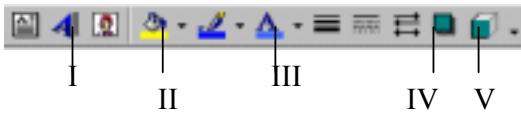
4. Picture-1 i picture-2 şekline dönüştürmek için hangi düğmeye basılmalıdır? (While picture-1 is selected, which button must be clicked to change to picture-2 ?)



Picture-1



Picture-2

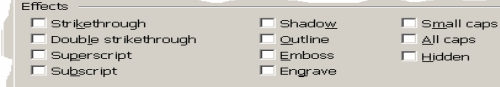


- A) I    B) II    C) III    D) IV    E) V

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 genelinde 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) genelinde 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