مدرسة أليت الانجليزية
The Elite English School

1. A table
   (*a*) Can be formatted with character formats like bold and paragraph formats like border and shading.
   (*b*) Can be created and modified with a button on the standard toolbar.
   (*c*) Is a method of organizing data in your document.
   (*d*) Is a grid organized in columns and rows.
2. The cursor is positioned at X as shown :

X

Muscular and Skeletal System		
muscle	skeleton	tendon
bone	cartilage	ligament

Which key should be pressed to move the cursor to the cell containing the word skeleton ?
(*a*) Enter (*b*) Control (*c*) Shift (*d*) Tab

3. This table was inserted with 3 rows and 3 columns. A change was made to some cells. With the cursor at it, a column was inserted to the right of the table.

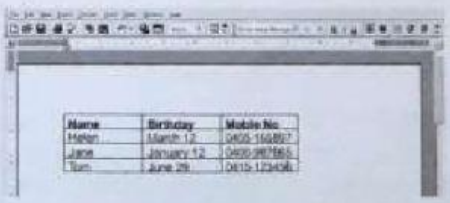
Some common insects		
Beetles	Ants	Wasps
Grasshoppers	Flies	Cicadas

X

This was the result

Some common insects			
Beetles		Ants	Wasps
Grasshoppers		Flies	Cicadas

Why did this happen ?
   (*a*) The cells in the top row had been merged
   (*b*) The cursor was in the incorrect cell
   (*c*) The shift key was held (*d*) The tab key was held
4. Which of the following is a horizontal group of cells ?
   (*a*) row (*b*) column (*c*) grid (*d*) property
5. You have just realised that you need an extra row at the end of the table shown. How would you go about achieving this ?
   (*a*) Delete the table and start again
   (*b*) Use the Insert Column function
   (*c*) Use the Insert Row function
   (*d*) Press Enter/Return in the last row.



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6. What is the shortcut key for printing a document in Writer ?

(*a*) Ctrl + Shift + PrnScreen (*b*) Ctrl + PrnScreen

(*c*) Ctrl + Shift + P (*d*) Ctrl + P

7. To print an envelope, which menu will you use ?

(*a*) File (*b*) View (*c*) Insert (*d*) Tools

8. The printed copy of a document is called a hard copy.

(*a*) True (*b*) False

9. The Print icon appears on Standard toolbar.

(*a*) True (*b*) False

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