

Part 1 – MS Word

Select the correct function of the buttons



Select the name of parts of a table

Monday	Tuesday	Wednesday	Thursday

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Yoga	PE	Math	English	PE	English	Vietnamese
Business	English	Vietnamese	Vietnamese	ICT	Math	English
English	Math	PE	Math	Vietnamese	Vietnamese	PE
Science	Vietnamese	English	PE	Math	PE	Science

1. How many rows and columns are there in the below table?

(Write the numbers in the yellow boxes)

There are columns, and rows.

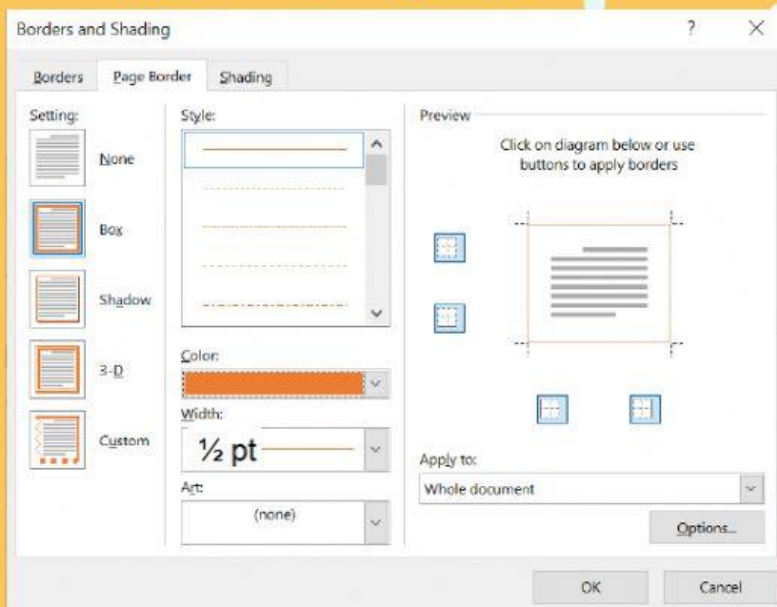
2. What type of alignment is the text in this table?

A.

B.

C.

D.



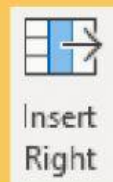
1. What is the border color?

- A. Orange C. Blue
B. Green D. Black

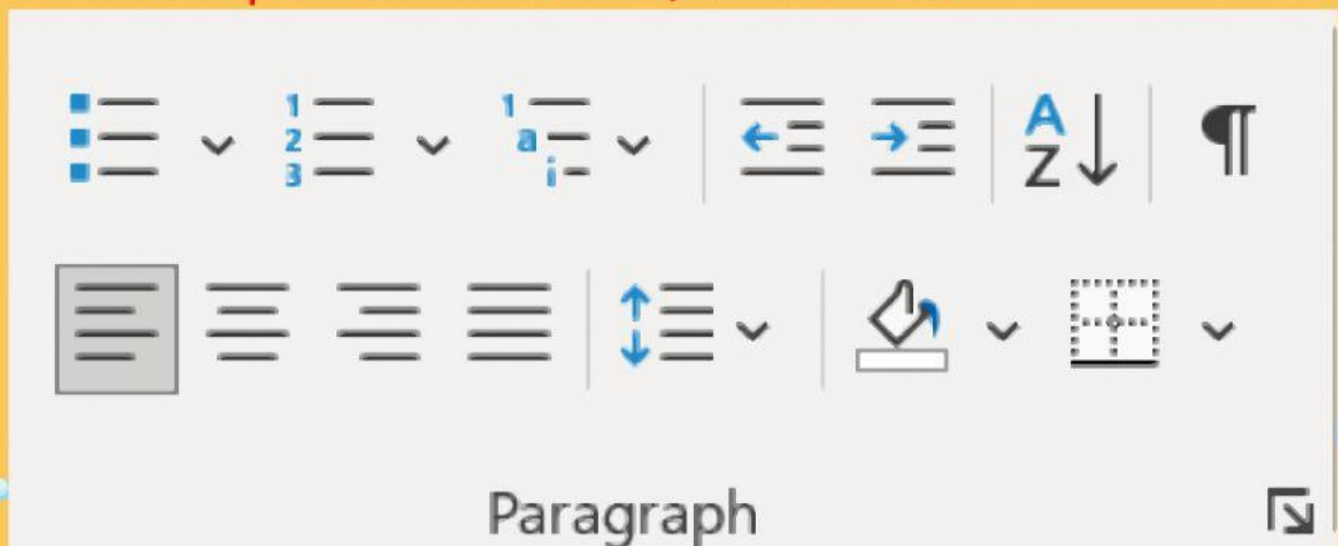
2. What is the width of the border?

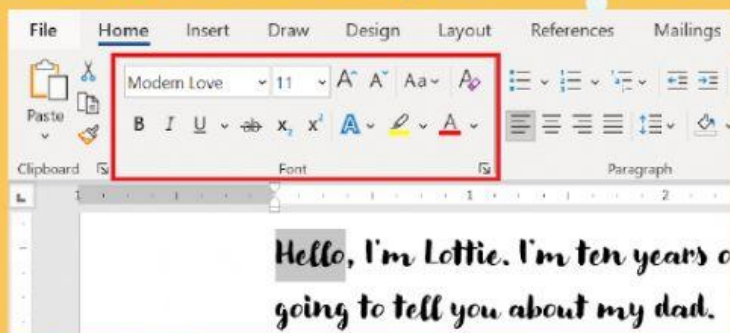
- A. 1/2 pt C. 1 1/2 pt
B. 1 pt D. 2 pts

Select the correct function of the buttons



To set bullet points for selected lines, we click on





What is the Font of the text?

What is the Font size of the text?

Select the page orientation of the below pages











