

<b>Subject</b>	ICT	<b>Grade</b>	3
<b>Assessment Type</b>	Worksheet	<b>Title</b>	Chapter 3-Microsoft Word
<b>Student Name:</b>			

**Q1. Multiple Choice Questions:**

1. MS Word is a \_\_\_\_ software.

- a. Web browser
- b. Word processing
- c. Antivirus



2. The valid format of MS Word is .....

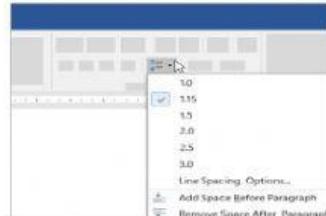
- a. .exe
- b. .doc
- c. .png

3. A word gets selected by clicking it ....

- a. Once
- b. Twice
- c. Three times

4. Line spacing is in the \_\_\_\_ of MS Word.

- a. View tab
- b. Insert tab
- c. Home tab



5. \_\_\_\_ reduces the window to an icon but word still remains active.

- a. button
- b. button
- c. button

6. \_\_\_\_ brings the word window to the maximum original size.

- a. button
- b. button
- c. button

7. Arial, Cambria, Verdana, Times New Roman are the name of \_\_\_\_\_

- a. Highlights
- b. Font Style
- c. Alignment

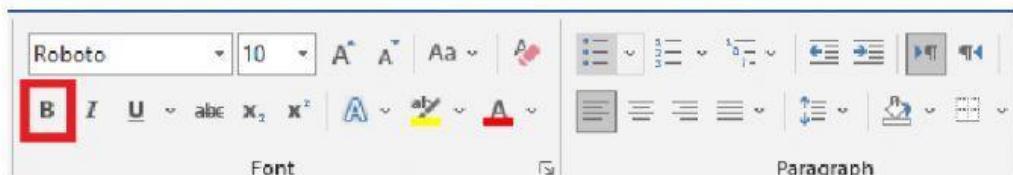
8. If you want to save a document in its current location click ...

- a. Save
- b. Open
- c. undo

9. A black blinking line located on the document is ...

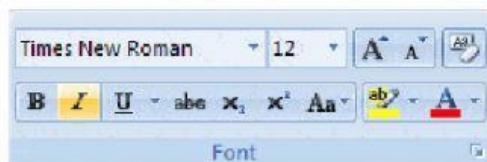
- a. font color
- b. cursor
- c. clipboard

10. The highlighted B in the given image goes to which given option?



- a. Black
- b. Bold
- c. Capital

11. What does *I* mean?



- a. Bold
- b. Underline
- c. Italic

13. A paragraph ends by clicking ...

- a. Shift key
- b. Enter key
- c. Alt key

14. The bar at the top of the window that bears the name of the window is known as ...



- a. Title bar
- b. Menu bar
- c. Status bar

15. Which of the following is not a type of paragraph alignment?



- a. Top
- b. Center
- c. Left

20 . Users can use \_\_\_\_\_ commands to move selected text from one location to another.



- a. Copy and Paste
- b. Find and Replace
- c. Cut and paste

**Q2. True or False:**

1. Microsoft Word is used to draw the images.
2. Microsoft Word is used to type a text.
3. The “Save” option is used to open a document.
4. The “Save” option is used to place the document on the hard drive.
5. The paragraph ends when the “Enter” key is pressed.
6. The selection of words is done only with the mouse.
7. A text can’t be formatted without selecting it.
8. A paragraph must be selected before formatting it.
9. You can insert several photos in the same Word document.
10. It is impossible to move a paragraph to the left or to the right.
11. When you type a text, it is automatically saved on the hard drive.

12. A table in Word is formed only of rows.
13. Before quitting Word, you must save your document.
14. 8 and 72 are the smallest and largest font sizes available in the Font Size tool on the formatting toolbar.
15. ‘Shift’ key should be pressed to start a new paragraph in MS-Word.