E2/E3 ICT Reminder

1. Microsoft Word is used for... (tick one)

Accounts & Numbers Letters & Reports Presentations Viewing the Internet

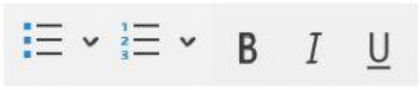
2. Microsoft Excel is used for... (tick one)

Accounts & Numbers Letters & Reports Presentations Viewing the Internet

3. Which button is for aligning on the left? (Tick one)



4. Which button makes bullets lists like the one below (Tick one)
   - Apples
   - Pears



5. Which button is for make the **text look like this**.



6. Which menu option do you pick to insert pictures? (tick one)



7. Then which button do you use to insert a picture from a file.



8. A table has rows and _____

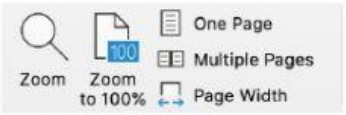
9. You can save, open, print using which menu?

   Edit File View Window

10. If you can the view of your document using



or



This changes the size of the words when you print. TRUE OR FALSE.

LIVEWORKSHEETS