

MS. Word Knowledge Test

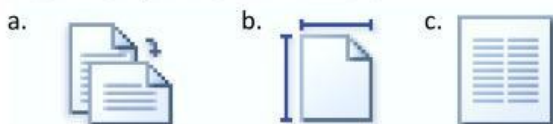
Name : _____

Grade : 5/ ____

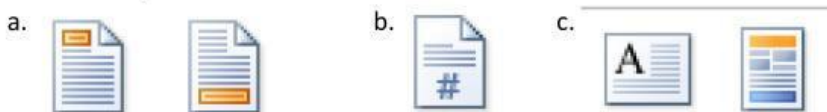
Instruction: Choose the correct answer.

1. The correct step to insert number of a page is
 - a. Click insert, Page number, Bottom of page
 - b. Click Page number, Insert, Bottom of page
 - c. Click Bottom of Page, Insert Number page
2. The correct step to insert a header/ footer is
 - a. Click Insert, Clipart
 - b. Click Header, footer, insert
 - c. Click Insert, Header/Footer
3. The correct step to make paragraphs into two or three columns is
 - a. Click Insert, columns
 - b. Click Page layout, columns
 - c. Click Columns, wrap text

4. The correct picture of columns is



5. The correct picture of the header and footer is



6. The correct picture to add a screenshot is



7. Wrap text can be found inmenu.

- a. Insert
- b. Home
- c. Format



8. To insert a symbol you can click



9. To correct option of Wrap Text for an article is

- a.  Square
- b.  Behind Text
- c.  Through

10. The best alignment for an article is

- a. center 
- b. justify 
- c. align right 