Name:

Course Code: ST21208

A. Multiple choices.

Direction: *Read the question carefully. Write your answer on your answer sheet.*

1. A horizontal line that is placed beneath characters is called what?
   a. Bold
   b. Letters
   c. Italics
   d. Underline
2. This tab allows you to add a picture, shape, table, chart, or hyperlink to the document.
   a. File Tab
   b. Insert Tab
   c. Design Tab
   d. Layout Tab
3. This tab allows you to look at the document in Read Mode, Print Layout, or Web Layout.
   a. File Tab
   b. Home Tab
   c. View Tab
   d. Design Tab
4. When you select File - New, you are able to view?
   a. Backstage View
   b. Templates
   c. Read Mode
   d. Layout
5. What is the term used when you press and hold the left mouse key and move the mouse around the slide?
   a. Moving
   b. Dragging
   c. Selecting
   d. Highlighting
6. Add some artistic flair to your document using this text box.
   a. WordArt
   b. Style
   c. Table
   d. Chart
7. Which option is used to change the line spacing in Word?
   a. View
   b. Paragraph
   c. Format
   d. Page Layout
8. This tab allows you to complete spelling & grammar checks, word count, and add comments.
   a. File Tab
   b. Home Tab
   c. Design Tab
   d. Review Tab
9. What do you call File, Home, Insert, Design, Layout, References, Mailings, Review, and View?
   a. Tabs
   b. Shortcut Menu
   c. Groups
   d. Option
10. Which option is used to insert a header or footer in Word?
    a. View
    b. Design
    c. Insert
    d. Format
11. This tab allows you to change the margins, orientation, and size of the document.
    a. Home Tab
    b. Layout Tab
    c. View Tab
    d. Design Tab
12. Which group can you find the Borders button?
    a. Home
    b. Paragraph
    c. Font
    d. Page background
13. What is the Shortcut Key combination to Paste?
    a. Control + C
    b. Control + Y
    c. Control + V
    d. Control + B

LIVEWORKSHEETS

14. From the file menu which command would allow you to open an existing document?
    a. New b. File
    c. Open d. Print
15. Which command from the file menu will allow you to change the name or location of a file?
    a. New b. Print
    c. Save d. Save as
16. Which key do you press to add a new line of text?
    a. Esc b . Enter
    c. Shift d. Back space
17. Drag and drop is a technique to?
    a. Copt text b. Delete text
    c. Move text d. Reformat text
18. The process of removing unwanted part of an image is called?
    a. Hiding b. Cropping
    c. Cutting d. Bordering
19. Makes a duplicate of the text and places it on the clipboard?
    a. Cut b. Macro
    c. Copy d. Paste
20. Sets of coordinated colors, fonts and effects which can be applied to documents.
    a. Shapes b. Textbox
    c. Themes d. WordArt

B. Fill in the blank

Direction: Choose the correct answer inside the box.

Font	**Zoom**	**Columns**	**Undo/Redo**	**Insert, Pictures**
Print	**Save as**	**Commands**	**Line Spacing**	**Spelling and Grammar**

21. The ribbon is a toolbar located at the top of the Microsoft Word window that contains a variety of_____ for formatting and editing documents.

22. You can use the _____ feature to check for spelling and grammatical errors in your document.

23. To insert a picture into your document, you can go to the _____ tab and click the ____ _____ button.

24. You can use the_____ feature to change the spacing between lines of text.

25. The _____ feature allows you to create columns of text in your document.

26. To change the font of your text, you can use the _____ drop-down menu in the Home tab.

27. The_____ feature allows you to save your document as a different file format.

28. You can use the _____ feature to zoom in and out of your document.

29. To print your document, you can go to the File tab and click the _____ button.

30. The _____ feature allows you to undo or redo your latest actions.

LIVEWORKSHEETS