



مدرسة أيليت الانجليزية The Elite English School

1. Automatic replacement of a shortcut with a phrase is called _____.
(a) AutoText (b) AutoCorrect (c) AutoReplace (d) AutoPhrase
2. While typing text, automatically some misspelt words get corrected. What is this feature called?
(a) AutoText (b) AutoCorrect (c) AutoReplace (d) AutoPhrase
3. The AutoCorrect dialog can be launched from _____ menu.
(a) Edit (b) Insert (c) Tools (d) Format
4. The Autotext dialog can be launched from _____ menu.
(a) Edit (b) Insert (c) Tools (d) Format
5. The settings page size, orientation, margins etc. belong to _____ formatting.
(a) Paragraph (b) Page (c) Document (d) None of these
6. Header is _____.
(a) Any text printed at the top of every page
(b) Any graphics printed at the top of every page
(c) Any text or graphics printed at the top of a particular page
(d) Any text or graphics printed at the top of every page
7. The shortcut key to enter a page break is _____.
(a) Ctrl + Del (b) Ctrl + Page down
(c) Ctrl + Enter (d) Ctrl + End
8. The shortcut key to automatically expand a shortcut to its linked big phrase in AutoText is _____.
(a) F2 (b) F3 (c) F4 (d) F5
9. Which menu allows you to add headers and footers to your document?
(a) Edit (b) Tools (c) File (d) Insert
10. Which of the following is not a type of page margin?
(a) Left (b) Right (c) Center (d) Top
11. What is the term for text that appears in the top margin of a page?
(a) Heading (b) Header (c) Footer (d) Pagination
12. By default, where are page numbers placed in a document?
(a) Even pages (b) Odd pages
(c) Every page (d) Every page except page one