1. A table
   (a) Can be formatted with character formats like bold and paragraph formats like border and shading.
   (b) Can be created and modified with a button on the standard toolbar.
   (c) Is a method of organizing data in your document.
   (d) Is a grid organized in columns and rows.

2. The cursor is positioned at X as shown :

   X

Muscular and Skeletal System		
muscle	skeleton	tendon
bone	cartilage	ligament

   Which key should be pressed to move the cursor to the cell containing the word skeleton ?
   (a) Enter   (b) Control   (c) Shift   (d) Tab

3. This table was inserted with 3 rows and 3 columns. A change was made to some cells. With the cursor at it, a column was inserted to the right of the table.

Some common insects		
Beetles	Ants	Wasps
Grasshoppers	Flies	Cicadas

   X

   This was the result

Some common insects			
Beetles		Ants	Wasps
Grasshoppers		Flies	Cicadas

   Why did this happen ?
   (a) The cells in the top row had been merged
   (b) The cursor was in the incorrect cell
   (c) The shift key was held   (d) The tab key was held

4. Which of the following is a horizontal group of cells ?
   (a) row   (b) column   (c) grid   (d) property

5. You have just realised that you need an extra row at the end of the table shown. How would you go about achieving this ?
   (a) Delete the table and start again
   (b) Use the Insert Column function
   (c) Use the Insert Row function
   (d) Press Enter/Return in the last row.

Name	Birthday	Mobile No
Helen	March 12	0400-160897
Jane	January 12	0400-987865
Tom	June 29	0415-123456

6. What is the shortcut key for printing a document in Writer ?

(a) Ctrl + Shift + PrnScreen   (b) Ctrl + PrnScreen

(c) Ctrl + Shift + P   (d) Ctrl + P

7. To print an envelope, which menu will you use ?

(a) File   (b) View   (c) Insert   (d) Tools

8. The printed copy of a document is called a hard copy.

(a) True   (b) False

9. The Print icon appears on Standard toolbar.

(a) True   (b) False