



## مدرسة أيليت الانجليزية The Elite English School

1. Formatting of text is an example of text processing?  
a. True      b. False
2. Insertion point shows where the typed text will appear.  
a. True      b. False
3. A word processor automatically wraps any text extending beyond the right margin, the next line.  
a. True      b. False
4. The \_\_\_\_\_ facility enable you to print a large number of letters/ documents with similar text.
5. \_\_\_\_\_ bar located at the top of the screen.
6. \_\_\_\_\_ toolbar consists of tools frequently used for formatting document.
7. \_\_\_\_\_ toolbar consists of most frequently used commands and utilities.
8. \_\_\_\_\_ bar allows to format the vertical alignment of text in a document.
9. \_\_\_\_\_ bar displays information which includes page numbers, columns, and line number.
10. \_\_\_\_\_ are used to view different areas of the active window.

11. The \_\_\_\_\_ is the area in the document window where in you enter the text of your document.
12. The \_\_\_\_\_ shows the document in a way it will appear online.
13. Full \_\_\_\_\_ form \_\_\_\_\_ for \_\_\_\_\_ WYSIWYG
14. Shortcut key for non-printing characters \_\_\_\_\_
15. The distance from the text to the paper edge is called \_\_\_\_\_
16. Full \_\_\_\_\_ form \_\_\_\_\_ for OLE \_\_\_\_\_
17. \_\_\_\_\_ is the extra space inside the margins to ease up binding.
18. The distance between text boundaries and page margins is called \_\_\_\_\_
19. \_\_\_\_\_ indent where the text start little inward to the left margin.
20. \_\_\_\_\_ indent where the text is little inward from the first line of the text.