



โรงเรียนอัสสัมชัญสมุทรปราการ (Assumption College Samutprakarn)

ประกอบการสอน
Supplementary document

แบบทดสอบ
Exam

พิเศษวัน จ.-พ.ศ.
Extra Evening Class

พิเศษวันเสาร์
Saturday Extra Class

EP
English Program

MLP
Modern Language Program

วันที่ _____ เดือน _____ พ.ศ. _____

Date _____

วิชา COMPUTER

Subject _____

ชื่อ - สกุล _____

Name _____

ชั้น _____

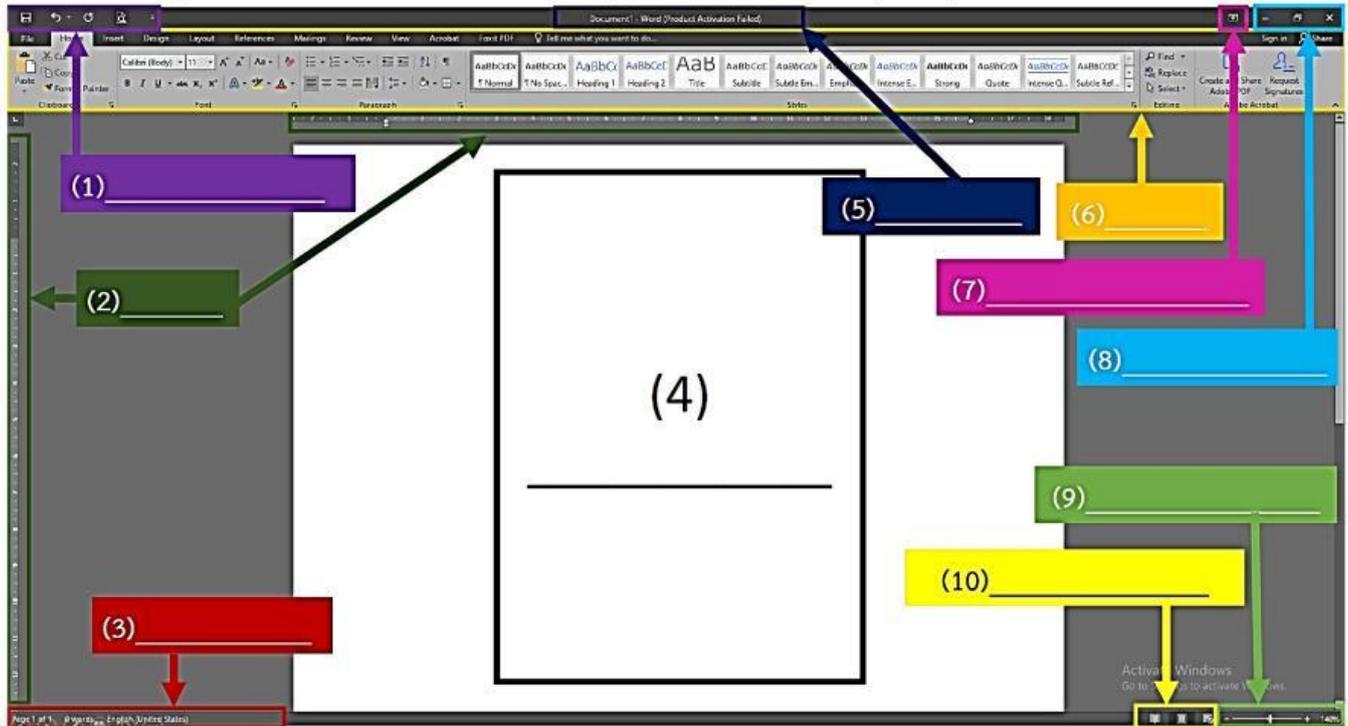
Class _____

เลขที่ _____

No. _____

A. LABELING

Label the parts of MS Word interface. Write your answers in the spaces provided.



B. IDENTIFICATION

Identify what is asked. Choose your answer in the box and write your it in the space provided before each number.

| | | | | | |
|--------|--------------|------------|---------------|------------|------|
| Ribbon | .docx | Save As | Save | Ribbon | .pdf |
| | Ruler | Read Mode | Print Layout | Web Layout | |
| | Zoom Control | Status Bar | Document Area | | |

- _____ 1. This is found near the top of the MS Word window, which contains multiple tabs - each with several group of commands.
- _____ 2. This displays your document in full-screen mode.
- _____ 3. This shows the document as it would appear on the printed page.
- _____ 4. This lets you zoom in and out your document area.
- _____ 5. This lets you quickly see the number of words and pages in your document.
- _____ 6. When you save a document, you'll use this command to create a copy of a document while keeping the original.
- _____ 7. This is where you'll type and edit text in the document.
- _____ 8. This is the default document view that shows the document as it would appear on the printed page.
- _____ 9. When you create or edit a document, you'll use this command most of the time.