

Chapter 3: Microsoft Word 2013

You normally start word:

- a. at the dos prompt.
- b. from the windows program manager
- c. from the document you are editing .
- d. from the windows file manager .

When typing text in word you should press ENTER at the end of a:

- a. line .
- b. paragraph .
- c. page .
- d. document .

The extension for word document files is?

- a. .TXT
- b. .WP
- c. .DOCX
- d. .PPT

The save icon on the Quick Access Toolbar looks like :

- a. file folder.
- b. tow sheets of paper.
- c. floppy disk .
- d. an envelope.

If you try to quit word for windows without first saving changes to your document:

- a. the changes will be lost .
- b. word for windows will save the changes automatically .
- c. you will destroy your document file .
- d. you will be asked if you want to save changes before quitting .

To select a single word :

- a. press F8 three times .
- b. press CTRL and click the word .
- c. press CTRL + W .
- d. Double click the word.

The copy button on the Home tab ribbon looks like:

- a. a pair of scissors .
- b. tow sheets of paper .
- c. a sheet of paper and a clipboard.
- d. a printer .

If you save a document under a new name :

- a. The old name and associated file are deleted.
- b. The old file gets the new name and the old name is deleted.
- c. The file you are editing retains the old name .
- d. Both the old and the new files will be saved to disk .

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When it is in the selection bar , the pointer :

- has a small rectangle attached to it .
- is shaped like an I-beam .
- is a vertical blinking line .
- becomes an arrow pointing up and to the right .

Which of the following key combination formats selected text as bold ?

- SHIFT + B .
- ALT + B .
- CTRL + B .
- Alt + CTRL + B .

Which of the following includes a superscript?

- CO₂ .
- A = μr^2 .
- H₂O
- (a + b) .

Which of the following is not a character attribute (a character format that can be changed in the font dialog box) ?

- double spacing
- b. font .
- c. underlining .
- d. color .

You are most likely to find Greek characters such as μ or £ in :

- the times roman fonts .
- the Wingdings font .
- the Helvetica font .
- the Symbol font .

To establish new tab , you should click :

- the selection bar .
- the formatting toolbar.
- the ruler.
- the current paragraph .

Suppose you have Inserted a picture in a document , which of the following is correct ?

- The inserted picture can be moved from one place to another .
- The size of the inserted picture can be changed .
- The inserted picture can be deleted .
- All of the above .

When we create a table in a word document , which of the following sentences , is incorrect :

- you can insert additional rows at the end of your table only .
- You can insert new columns into your table .
- You can delete rows from the beginning of the table only .
- Both a and c .

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You insert a clip art and it is too big. To resize it you would.

- change it the same way you change the font size
- click on the clip art to show the handles and drag a handle to resize it
- click the insert tab and choose resize
- click the Home tab and choose resize

What would you do to highlight a word? You position the cursor next to the word and then.

- drag the mouse while holding the left mouse button
- roll mouse around
- click the mouse three times
- None of the above

What happens in a document when the "cut" command is used?

- Only half the screen is seen.
- The application stops running.
- Selected text or graphics are removed.
- nothing happen

Which one is not a tab in Microsoft Word 2013?

- File
- Insert
- Home
- Table

Which tab would you choose to change the font size of a word from 12 points to 18 points?

- File
- Home
- Insert
- Page Layout

Which tab in Microsoft Word 2013 would you select to insert a shape in to a document?

- Insert
- Review
- View
- File

If you want to add a table to your document, which tab would you choose?

- File
- Home
- Insert
- Save

What is the function of this key  ?

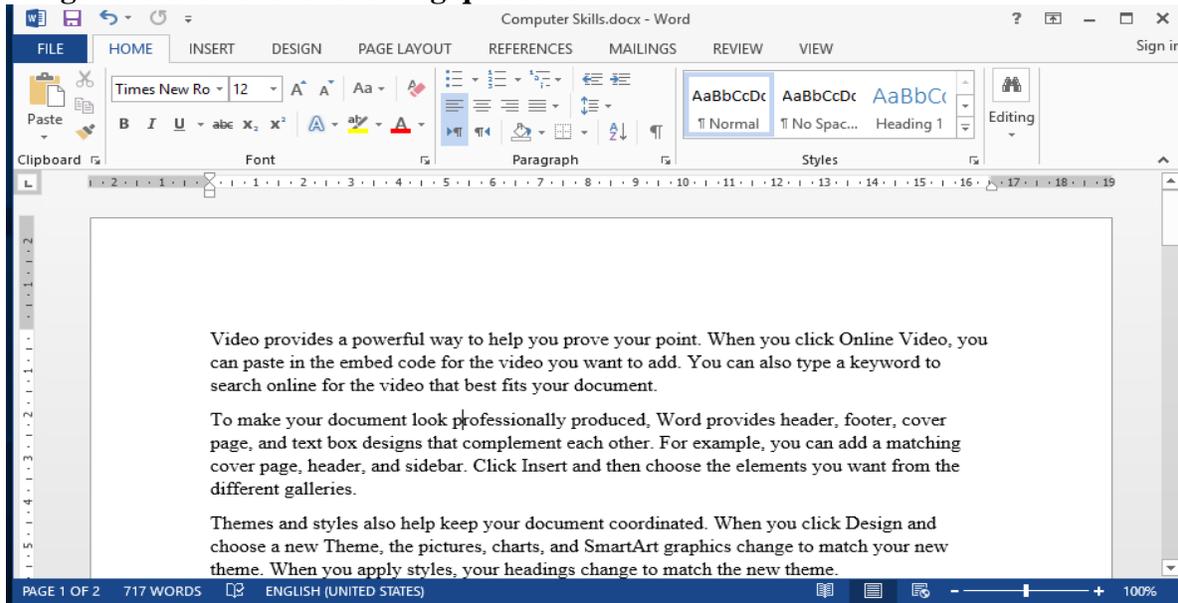
- Paste
- Copy
- Delete
- Undo

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Times New Roman, Comic Sans and Calibri are called.

- fonts
- variations
- font sizes
- names

Use the figure to answer the following questions:



The format of the active part of the document is :

- Page 1 , Sec 1 , 1/1 .
- Normal , Times New Roman , size 14 .
- Normal , Times New Roman , size 12 .
- both a and b .

The alignment in the text is:

- Left.
- Right margin.
- Center.
- Justify.

The numbers of pages in this documents:

- 2.
- 1
- 3.
- None of the above.

The name of the document is:

- Computer Skills.doc
- Computer Skills.xlsx
- Computer Skills.pdf
- Computer Skills.docx