



SDA SENIOR HIGH SCHOOL, BEKWAI-ASHANTI
P.O. BOX 45

CLASS.....

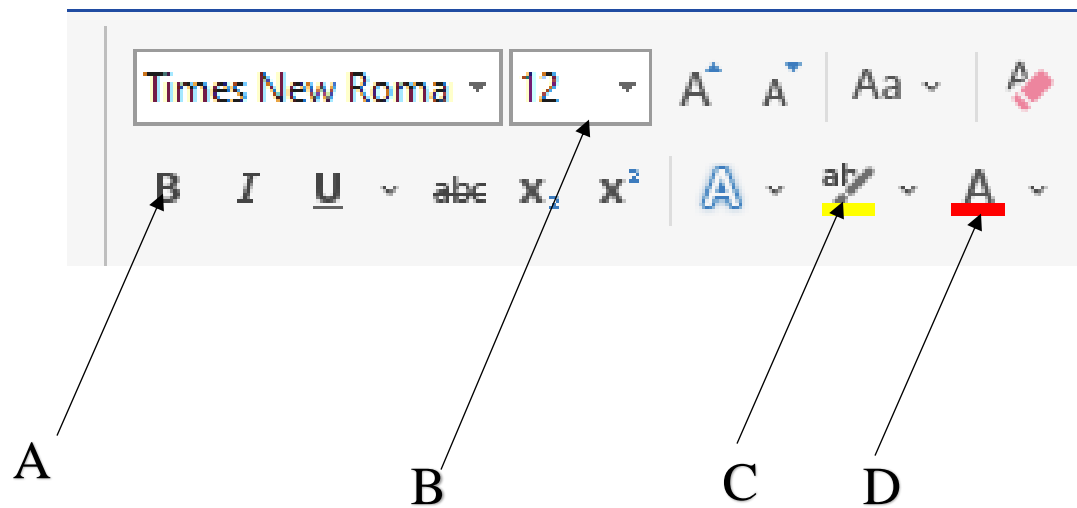
STUDENT NAME.....

CLASS TEST

1. Which of the following is the correct shortcut key to make a text bold?
 - (A). CRTL + SHFT
 - (B). ALT + B
 - (C). CTRL + C
 - (D). CTRL + B
2. Which option on the formatting toolbar allows users to change the style of selected text?
 - (A). Font size
 - (B). Paragraph alignment
 - (C). Font style
 - (D). Line spacing
3. Which of the following is not a font style option in MS Word?
 - (A). Bold
 - (B). Italic
 - (C). Strikethrough
 - (D). Center
4. Which option allows users to adjust the space between lines of text in MS Word?
 - (A). Font size
 - (B). Paragraph alignment
 - (C). Font color
 - (D). Line spacing
5. Changing the appearance of a text is called.....

6. You can change the page color of your document using thetab

USE THE DIAGRAM BELOW TO ANSWER QUESTIONS 7 -10



Write the correct name for each of the commands above

7. A-----

8. B-----

9. C-----

10. D-----