

Example Questions for the Midterm Exam

True or False

- 1- To make it easy to retrieve files, you arrange them logically into folders.
- 2- By default, when you first open Internet Explorer, it shows all the drives available on your computer.
- 3- In word, different parts of a table can be formatted in various ways.
- 4- In word, you can enter data in a table by moving the insertion point to a cell and typing.
- 5- In word, dragging the mouse pointer across columns and rows is the most accurate method for selecting part of a table.
- 6- In word, the Heading 1 is the highest level used for the major headings in a document and applies the most noticeable formatting.
- 7- In word, possible grammatical errors appear in red, and words that are spelled correctly but possibly used incorrectly appear in blue.

Multiple choice

- 8- Which of the following is NOT a removable medium?
 - a. CD
 - b. USB drive
 - c. DVD
 - d. hard disk
- 9- In Word, to create a numbered list, you use the Numbering button in the _____ group..
 - a. Paragraph
 - b. Font
 - c. Clipboard
 - d. Styles
- 10- In Word, while using the Spelling and Grammar checker, if you type a change directly in a document, click _____ to continue the check.
 - a. Continue
 - b. Resume
 - c. Check More
 - d. Return to Check