Student No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Strand/Yr./Sec: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General Instructions:

1. University Examination Policies and Guidelines should be followed strictly.

2. Should you have technical problems, clarifications or any issues encountered during the exam, report to the exam proctor.

3. Read instructions carefully. Review all exam instructions. Pay close attention to time limits, question types and grading schemes.

4. Carefully read each question and answer to the best of your ability. You can navigate between questions and review your answers before submitting.

5. Manage Your Time. Keep track of the remaining time and allocate it strategically throughout the exam.

1. **TRUE OR FALSE. Read the following statements carefully. If the statement is correct, write your first name, otherwise, if it is false, write your surname. (50 points)**

|  |  |
| --- | --- |
| Gwen/Teddy | 1. To save an existing document with a new file name or to save an existing document in a new location, Save As is being used. |
| .docx | 1. The valid format is MS Word is .exe. |
| Hypertext | 3. Supertext is the text that contains link. |
| two | 4. A word gets selected by clicking it three times. |
| Not available | 5. Bold option is available in Microsoft button. |
| copy | 6. To center the selected text, the shortcut key is Ctrl+C. |
| Thrice/ 3 times | 7. A paragraph gets selected by clicking it twice. |
| cannot | 8. A joystick can be used to work in MS Word. |
| Landscape/portrait | 1. A4 is an example of page orientation. |
| F1 | 1. Press F2 to open the help window in MS Word Document. |
| Gwen/Teddy | 1. Letter is the default paper size in MS Word. |
| Ctrl + U | 1. To make the selected text underline, the shortcut key is Ctrl+J. |
| Paint | 1. MS Word would be best used to paint a picture. |
| Gwen/Teddy | 1. MS Word can check the spelling. |
| Paste | 1. Copy and Undo is used to move data from one part of the document to another. |
| Gwen/Teddy | 1. Header and Footer feature is used to display information such a title, page number of the document. |
| Layout | 17. To specify margins in word, the user must select Page Setup option from Insert. |
| Gwen/Teddy | 18. Line spacing is in the Home tab of MS Word. |
| Minimize | 19. Maximize button reduces the window to an icon but word remains active. |
| Style/family | 1. Arial, Cambria, Verdana, Times New Roman are the name of font size. |
| Maximize | 1. Minimize button brings word window to the maximum original size. |
| Gwen/Teddy | 1. .gif file format cannot be added to a Word document. |
| Gwen/Teddy | 1. Changing the appearance of a document is called formatting. |
| replace | 1. User can use find and rephrase commands to search for and change words in a document. |
| Gwen/Teddy | 1. Sort feature is for alphabetize in MS Word document. |

**II. MATCHING TYPE. The description on the left describes the terms on the right. Match the items in the left column with the items in the right column. (15 points)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Column A |  | Column B |
|  | 1. Copy C 2. Paste A 3. Print J 4. Cut B 5. Rename G 6. Refresh F 7. Italic H 8. Underline I 9. Undo E 10. Redo D 11. Bold M 12. New Page N 13. Font L 14. Center Align O 15. Left Align K |  | 1. Ctrl+V 2. Ctrl+X 3. Ctrl+C 4. Ctrl+Y 5. Ctrl+Z 6. F5 7. F2 8. Ctrl+I 9. Ctrl+U 10. Ctrl+P 11. Ctrl+L 12. Ctrl+D 13. Ctrl+B 14. Ctrl+N 15. Ctrl+E |

1. **Enumeration. (25 points)**
2. 3 Uses of Microsoft Word
3. 2 Types of Page Orientation
4. 3 Document Sizes
5. 2 MS Word Tabs

a. research, resume, to edit,

b. landscape, portrait

c. a4, letter, legal, a5, a3

d. Home, insert, draw, design, layout, references, mailings, review, view

Prepared by:

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Instructor