Quizzam 2

July 6, 2010

1. Circle *all* the things you can do from the font dialog box in the formatting palette?

    A. Bold text

    B. Underline text

    C. Copy text

    D. Subscript a character

    E. Italicize text

2. Which would you insert at the beginning of a paragraph if you wanted the paragraph to start on a new page?

    A. tab

    B. page break

    C. header

    D. None of the above

3. Circle *all* the keyboard shortcuts you could use if you wanted to open up mytestfile.doc in MS Word, bold all the text in the document, save it as an .rtf, and quit MS Word?

    A. command-n

    B. command-o

    C. command-s

    D. command-a

    E. command-q

    F. command-tab

4. Which keyboard shortcut could you use in MS Word, on a Mac, to go to the beginning of a document if you were at the end of the document?

    A. page down

    B. command-up

    C. page up

    D. command-u

    D. None of the above

5. In order to save an existing document with a different name, you need to

    A. Retype the document and give it a different name

    B. Use the Save as... command

    C. Copy and paste the original document to a new document and save it

    D. Change the name in the Finder window

    E. Use the finder to copy the document to a different location and then rename it

6. Answer each question in the space below it.

    A. What are margins and how would you change them in MS Word?

    B. Name 2 word processing applications besides MS Word?

    C. What keyboard command is used to highlight an entire line of text?

    D. What would you type into Google if you were searching for Star Trek IV, but you wanted to exclude all the other Star Treks from your search?

7. *True or False:* Finder is an application. _____

8. Match each of the following terms with the description that best applies to it.

   Notepad   -
   command-tab   -
   ".."   -
   Linux   -
   command-f   -
   Adobe Acrobat Reader   -
   Select: insert, then auto-text   -

   A. The operator used to specify range in a Google search
   B. Keyboard shortcut for searching for specific terms in a document
   C. Used to open .pdf files
   D. Word processing application
   E. An example of a program
   F. Keyboard shortcut for quickly switching between applications
   G. A way to place a header on a page of a MS Word document
   H. Keyboard shortcut for undo

9. *True or False:* There are 4 margins on a page. _____

10. *True or False:* You create the first entry in a numbered list by typing 1, then a period followed by a space, then typing your text and hitting enter to go to the next line. _____

11. *Fill in the blank:* The keyboard command for opening up a new tab in a browser window is:

    _____

12. Circle all the peripherals.

    A. keyboard
    B. printer
    C. external hard drive
    D. mouse
    E. monitor
    F. dvd

13. Which of the following cannot be opened in MS Word?

    A. .rtf

    B. .pdf

    C. .doc

    D. .txt

    E. They can all be opened in MS Word

14. What would you type into Google if you were looking for a phrase that started with the word "cat" and ended with the word "hat"?