Campus:	Grade:5	Teacher: Brandon Jenkins	Score:
Student's full name:			
Class:	(M/F)	Date: / /	/100

TERM 1 FINAL EXAM
Subject ICT
(Time allowed: 40 minutes)

EXAM RULES

1. Write the date, your full name, gender and class on the front page.

2. NO talking in the examination room.

3. Stay seated at your desk until the teacher says you can get up.

4. If you need help, raise your hand. Do not stand up or shout out!

5. Food and drinks are not allowed (only clear water bottles).

6. No cell phones, tablets, i-pads or other electronics are allowed in the class.

7. Write neatly and clearly! Check your work when you have finished.

8. **CHEATING** will not be tolerated! Do not look at other students' work, do not whisper or communicate in any way with other students.

IF YOU ARE CAUGHT CHEATING, YOUR EXAM WILL BE TAKEN AWAY, MARKS WILL BE DEDUCTED (YOU MIGHT GET ZERO) AND DISCIPLINARY PROCEDURES WILL BE FOLLOWE

1. In Microsoft Word, most of the advanced formatting options are on the home tab?

   (A) False   (B) True

2. Fill in the blanks.

   Character spacing is the _____ between the letters of a word

   (A) Home Tab   (B) High

   (C) Distance   (D) Word editing

3. Scale moves the characters you selected above or below the line of the rest of the text (baseline).

   (A) True   (B) False

4. Position can change the width of the characters. More than 100% will make the characters wider and less than b 100% will make them narrower.

   (A) False   (B) True

5. Lines and paragraphs.
   When you type a lot of text we should not press _____ after each line. the computer will do it automatically.

   (A) Space   (B) Enter

   (C) Tab   (D) Caps lock

6. If you want to break a line and continue the text on a new line without the extra paragraph space or the capital letters, just press _____ where you want to break the line and continue typing.

   (A) Shift   (B) Enter

   (C) Tab   (D) Shift+Enter

7. How to replace a word or phrase?

(A) On the Home tab, in the Editing group, click Replace.

The Find and Replace window will appear.

In the Find what text box, type the word or phrase you want to find.

In the Replace with text box, type the new word or phrase.

(B) On the Home tab, in the Editing group, click Find.

The Navigation pane will appear on the side.

In the Search Document text box, type the word you want and press Enter.

The program will find and highlight all the places in your document containing the word or phrase you typed.

8. *

Name the function of the non printable symbol.

(A) Space   (B) Line break

(C) End of paragraph   (D) Tab

9. ↵

Name the function of the non printable symbol.

(A) Space   (B) End of paragraph

(C) Line break   (D) Tab

10. →

Name the function of the non printable symbol?

(A) Space   (B) End of paragraph

(C) Tab   (D) Line break

11. How to create a table?

(A) It's very easy to format your table using the Table Styles group, or create a custom format.

(B) On the Insert tab, in the Tables group, click Table

12. To add a row or a column:

Click the cell next to which you want to add a row or a column.

On the pop-up menu point to Insert.

(A) False   (B) True

13. To create a table:

On the Insert tab, in the Tables group, click Table.

In the menu that appears, select the size of the table you want by moving your mouse vertically and horizontally across the boxes.

(A) True   (B) False

14. What is the best way to read a document ?

(A) Print layout   (B) Read mode

(C) Web Layout

15. Which is the best way to type a document?

(A) Read mode   (B) Web layout

(C) Print layout

16. Read Mode automatically resizes the text, using larger columns and fonts to view the document and make it bigger and easier to read?

(A) True   (B) False

17. Web layout shows your document as a Print layout, This layout If you prepare text and pictures for the Internet?

(A) True   (B) False

18. What is the default view of Word?

(A) Print layout   (B) Read mode

(C) Web mode

19. We use the zoom slider on the bottom left corner of your window to make your document appear larger or smaller on screen?

(A) True   (B) False

20.

Choose the correct name for the following symbol?

(A) Read mode   (B) Web Layout

(C) Print layout