

B. True or False. Shade A if the statement is correct and B if not, in the answer sheet provided.

- _____ 1. As you click the Customize Quick Access Toolbar button, the ribbon is displayed.
A. TRUE B. FALSE
- _____ 2. The help window displays the article, enabling you to read more about the topic.
A. TRUE B. FALSE
- _____ 3. You have to click the ☐ to close a window.
A. TRUE B. FALSE
- _____ 4. The ribbon offers quick access to save, undo or redo commands and appears on screen regardless of what tab is currently shown.
A. TRUE B. FALSE
- _____ 5. It is important to save your work before you close the program.
A. TRUE B. FALSE
- _____ 6. The ribbon is used to minimize and maximize the window.
A. TRUE B. FALSE
- _____ 7. The quick access toolbar displays the name of the open file and the office program.
A. TRUE B. FALSE
- _____ 8. The status bar displays information about the current worksheet or file.
A. TRUE B. FALSE
- _____ 9. The scroll bar is used to minimize or restore the current document within the program
A. TRUE B. FALSE
- _____ 10. Worksheet is an example of a work area.
A. TRUE B. FALSE

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Name: _____

Level/Section: _____ Date: _____

	A	B
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2	<input type="radio"/>	<input type="radio"/>
3	<input type="radio"/>	<input type="radio"/>
4	<input type="radio"/>	<input type="radio"/>
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6	<input type="radio"/>	<input type="radio"/>
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8	<input type="radio"/>	<input type="radio"/>
9	<input type="radio"/>	<input type="radio"/>
10	<input type="radio"/>	<input type="radio"/>

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