



WRITE ON WORDPAD

UNIT-TEST UNIT 5

A. Directions: Using the answer sheet below, shade the circle of the correct (Multiple Choice) answer in each item.

1. It is a basic word processor that is included in Windows.
 - a. Accessories
 - b. Programs
 - c. WordPad
2. The ____ in the Window is called a cursor or insertion point.
 - a. Blushing Line
 - b. Flashing Line
 - c. Flushing Line
- Direction:** Identify the preposition used in every sentence (for items 3-4 only).
3. Type a name for your document.
 - a. Type
 - b. For
 - c. Document
4. To avoid losing your work, you should save your document every 5 to 10 minutes.
 - a. To
 - b. Avoid
 - c. Losing
5. Which icon that will give you a thick text?
 - a. Bold
 - b. Italic
 - c. Underline
6. Which icon that will make your text in a slanting position?
 - a. Bold
 - b. Italic
 - c. Underline
7. Which icon would you choose to make your texts at the center?
 - a. Center Text
 - b. Left Align Text
 - c. Right Align Text
8. Which icon would you choose to make your texts to align right?
 - a. Center Text
 - b. Left Align Text
 - c. Right Align Text
9. What do you call the produced paper copy or printout of your document?
 - a. hardcopy
 - b. softcopy
 - c. photocopy
10. What is the first step in printing a document?
 - a. move the mouse pointer over WordPad Button and then press the left button.

ANSWER SHEET

Name: _____
Grade/Section: _____ Date: _____

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

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