

A. Multiple Choice: Shade the letter of the best answer in the answer sheet provided.

1. Which likely to happen when you clicked the start button and selected a program?
  - a. The selected program closes.
  - b. The selected program window remains open.
  - c. The selected program opens a new window.
  - d. The selected program automatically saves the data.
2. Which displays the name of the open file and the office program?
  - a. Quick Access Tool Bar
  - c. Title Bar
3. Which displays a menu of file commands?
  - a. File Tab Menu
  - c. Quick Access Toolbar
4. You are to use these buttons to minimize the program window, restore to full size or close the window.
  - a. File Tab Menu
  - c. Quick Access Toolbar
5. You are about to finish working on your English project. You wanted to print it but you don't know how. Which
  - a. File Tab Menu
  - c. Quick Access Toolbar
6. Which offers quick assistance when you encounter problem with the program.
  - a. It offers a quick way to locate and execute commands.
  - c. It shows a command appearance and many of the same feature.
  - d. It offers quick access to save, undo and redo commands.
7. Which Microsoft command displays information about the current worksheet or file?
  - a. Title Bar
  - b. Quick Access Tool Bar
  - c. Status Bar
  - d. Ribbon
8. Which likely happen when you accidentally click the close button and failed to save your work yet?
  - a. Your work will be deleted immediately.
  - b. Your work will be eaten with virus.
  - c. The program prompt will appear asking you to save it before exiting.
  - d. The program window will remain open.
9. You use this feature to zoom your view of a document.
  - a. Work Area
  - b. Formula Bar
  - c. Zoom Control
  - d. Scroll Bar
10. You use this bar to type and edit formulas and perform calculations in your worksheet.
  - a. Work Area
  - b. Formula Bar
  - c. Zoom Control
  - d. Scroll Bar

Name: \_\_\_\_\_

Year/Course: \_\_\_\_\_ Date: \_\_\_\_\_

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

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