

Orrect (20/20)

### **Question 1**

Which option in the File pull-down menu is used to close a file in MSWord?

a. New

/ b. Close

Your Answer

- c. Exit
- d. Quit

#### **Question 2**

The file type \_\_\_\_\_ indicates the file is a Word document.

a. .wrd

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b. .doc

Your Answer

- c. .msw
- d. .wor

### **Question 3**

You need to jump to the next column breaking the current column right at the cursor position. How can you break the column?

a. Pressing Alt + Shift + Enter

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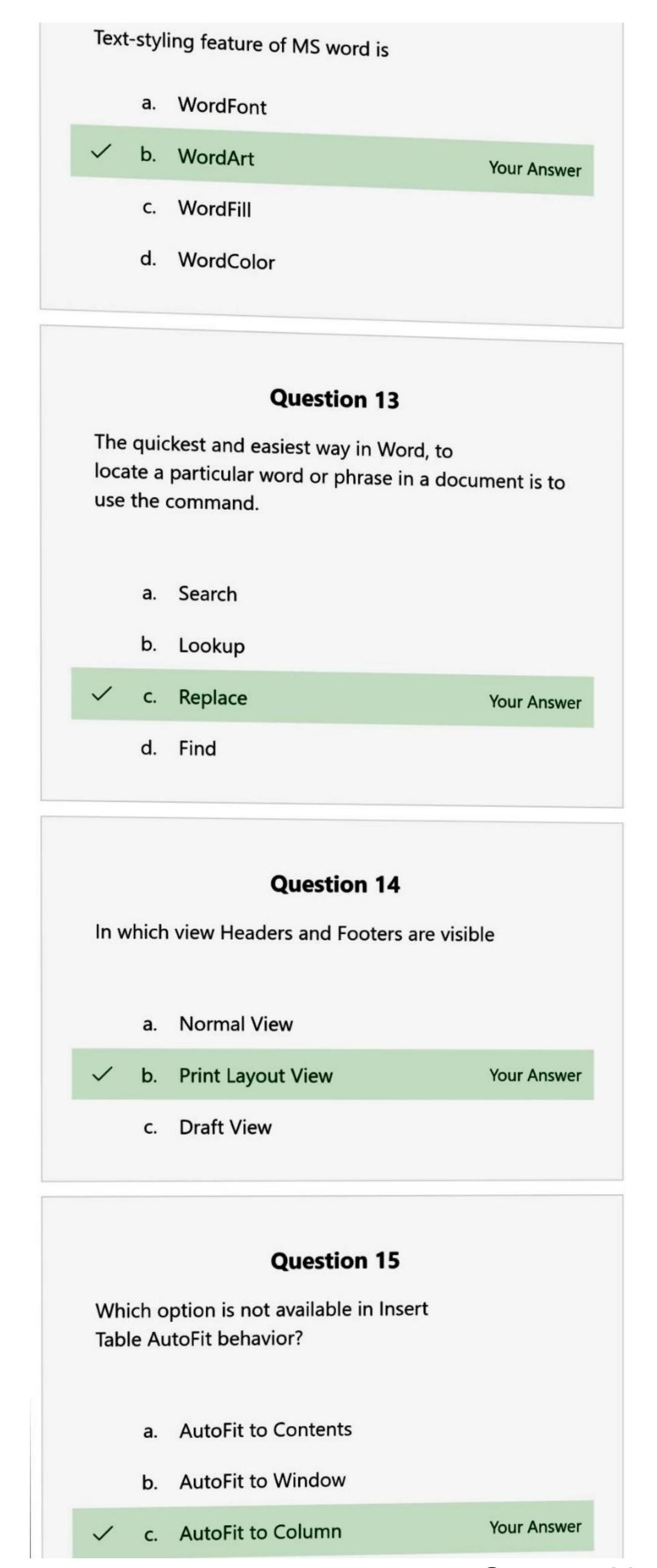
b. Break command from the Insert menu

Your Answer

- c. Both 'b' and 'c'
- d. Pressing Ctrl + Enter

# **Question 4** What is the default file extension for all word documents? a. .txts Your Answer b. .docx c. .docs d. .word **Question 5** Which items are placed at the end of a document a. Header Your Answer b. End Noted c. Foot Note d. Footer **Question 6** Word includes a series of predefined graphics called that can be inserted into a Word document a. Captions b. Hyperlinks Your Answer c. Clip art **Bookmarks Question 7** The direction of a rectangular page for viewing and printing is called a. Direction Print Layout Your Answer c. Orientation

# **Question 8** Colour and pattern used to fill a closed shape are called a. Fill style Your Answer b. WordArt c. Fill Back d. Shape **Question 9** The space left between the margin and the start of a paragraph is called a. Gutter b. Alignment c. Spacing d. Indentation Your Answer **Question 10** Which enables you to move directly to a specific location in a document? a. Bookmarks Your Answer b. Outlines Subdocuments d. Cross-references **Question 11** By default, your document prints with: a. 1 inch top and bottom margins 1.25 inches left and right margins c. All of the Above Your Answer



b. Auto Correct as you type

c. Auto Change as you type

d. Auto format as you type

Your Answer

Question 17

Shimmer, Sparkle text, Blinking Background, etc. are known as

a. text effects

Your Answer

b. font styles

c. word art

Question 18

The word wrap feature

Automatically moves the text to the next line when necessary

b. Appears at the bottom of document

c. Allows you to type over text

d. Is the short horizontal line

# A \_\_\_\_\_ contains buttons, boxes, and menus that allow tasks to be performed more quickly than using the menu bar. a. Format bar

