OBIDON ICT HUB

Performance evaluation test 1 - Objective

Attempt all questions.

1. The computer system is only as fast as the processor's speed

   ☐ True　　☐ False

2. Charles mistakenly deleted the Microsoft Word icon on his desktop, can he still be able to use Microsoft Word for typing?

   ☐ Yes　　☐ No

3. The taskbar shows open applications

   ☐ True　　☐ False

4. One of these is odd in the list

   ☐ Tabs　　　☐ Groups　☐ Paragraph

5. Which of these has the biggest storage space

   ☐ RAM　　　☐ Cache　☐ Hard disk drive

6. Windows search feature allows you to search for anything

   ☐ True　　☐ False　☐ Maybe

7. I want to change all occurrences of Jane to Janet, I use the ctrl + f for the find feature, can I achieve my aim?

   ☐ Yes　　　☐ No

8. The title bar tells me the document I am working on

   ☐ True　　☐ False

9. In the Page Setup group of the Layout tab, what can I use to change the paper type?

   ☐ Orientation　☐ Size　☐ Paper type

10. Using Page break is the best way of starting to type in a new page when the old page is not full

    ☐ True　　☐ False

11. Select the right arrangement

    ☐ Tabs, Ribbons, Groups　　☐ Groups, Ribbons, Tabs　　☐ Ribbons, Tabs, Groups

12. The _____ gives you a summary of the total word count in your document

    ☐ Overview bar ☐ Tool bar　☐ Status bar　☐ Title bar

13. How can I put a blue background color to my text?

    ☐ Fill color   ☐ Font color   ☐ Background color

14. I want to adjust the margins of my page to suit my needs, which group can I do this

    ☐ Document group ☐ Illustrations group ☐ Page setup group

15. I am typing a document; I still have some space on the current page because the content of the page has finished but I want to add another page to start typing the contents of another page

    ☐ I press the Enter key till I get to a new page

    ☐ I insert a page break from the page setup group

    ☐ I insert a page break from the page group

16. I want to change the default spacing between two lines in Microsoft Word document, what can I use to achieve this

    ☐ Line and Paragraph spacing option ☐ Font size option

17. Mathematical characters can be found in the

    ☐ Home tab   ☐ Insert tab   ☐ View tab   ☐ Calculations tab

18. The red squeaky lines tell us that there is what error

    ☐ Spelling   ☐ Typing ☐ Grammar

19. I have a text document which I sent to Okafor Emeka, I mentioned Emeka's name at different places in the document. I now want to send the same document to Nkechi Chinenye but I want to substitute Emeka's name for Chinenye's name. What shortcut will I use?

    ☐ Ctrl + f ☐ Ctrl + h ☐ Ctrl + s

20. I want to select multiple items, how can I achieve this?

    ☐ Ctrl + a   ☐ Ctrl + click   ☐ Ctrl + select

21. I inserted an image to Microsoft document but I am unable to move it to where I want, what option can allow me to move it?

    ☐ Move   ☐ Layout ☐ Edit

22. What is the number of home keys on a keyboard?

    ☐ 8   ☐ 9   ☐ 10 ☐ 11

23. The character keys on a keyboard are

    ☐ 40 ☐ 42 ☐ 44 ☐ 46

24. I want to minimize the application I am working with, which icon can I use to achieve this?

    ☐ Minimize   ☐ Maximize   ☐ Restore down

25. I can conveniently find any tool in Microsoft Word using the search feature

    ☐ True   ☐ False