

INFORMATION TECHNOLOGY

Microsoft Word Quiz

Multiple Choice Questions

1. A _____ is used for creating letters and other documents.
a) database b) spreadsheet c) word processor d) operating program
2. In H_2O the number 2 that appears lowered is an example of _____.
a) superscript b) lowered c) subscript d) power
3. Text that automatically moves to the next line is called.
a) text wrap b) page wrap c) word wrap d) line wrap
4. A Microsoft Word document has a _____ extension.
a) dot b) doc c) dom d) txt
5. The default line space in a word document is _____.
a) single b) times new roman c) double d) 12 pt
6. The Grammar checks All of the following except
a) Punctuation b) Spelling c) Duplicate words d) Writing Style
7. The cursor moves in response to the movement of the _____.
a) Arrow keys b) Mouse c) Insertion Point d) Keyboard
8. A _____ is the set of text or graphics that appears in the bottom margin
a) Footnote b) Header c) Footer d) Endnote
9. Where is the “CAPS LOCK KEY” located on the keyboard?
a) Right b) Centre c) bottom d) Left
10. The default font-size in a word document is _____.
a) 11 b) 14 c) 10 d) 8

Short answer questions

11. What are the two things the “SHIFT KEY” is used for when typing? _____

12. Name the 6 keys to know on the keyboard when typing? _____

13. The _____ show the name of the software or dialog box that is open.
14. One thing you can find on the Status bar is _____.
15. "Open a File" and "Save a File" are represented as pictures, called icons, and are placed on the _____.
16. Give the name of three (3) KEYS on the keyboard that can move the insertion point. _____

17. The _____ contains buttons representing the most frequently used text-editing and text layout features.
18. The _____ are used to move vertically and horizontally through a document.
19. Pull-down menus are rectangular boxes that contain additional options that drop down from the _____.
20. The _____ is a blinking rectangular bar that indicates where text will appear when you type.
21. Give one reason why find and replace is useful in word processing. _____

22. Identify two benefits which the mail merge feature provides for a business. _____

23. List three options that you can select at page setup. _____

24. List the four different types of text alignment. _____
25. What is the difference between the Print and Print Preview commands? _____

