Microsoft® Word 2010 Test Chapters 1-3 (Part #1) Computer Application I - Spring 2012

I agree to work independent and without help or assisting my fellow students. If I am caught cheating, I will accept the punishment deemed appropriate by Professor Sims and guidelines the test for both parties.

set forth by the Business Technology Department which includes but not limited to, a zero on Student's Signature (Circle Your Answer) Which of the following is the space between the text and the top, bottom, left, and right edges of the page? A) line spacing B) alignment C) margin D) indentation Which of the following is the default line spacing in Microsoft Word 2010? A) 1.25 C) 2.0. D) 1.0. B) 1.15 A series of dots following a tab that serve to guide the reader's eye is a: A) Leader B) Field C) Shape D) Formatting mark. The space between the text and top, bottom, left and right edges of the paper are referred to A) Alignment B) Margins C) Spacing D) Borders The formatting mark that represents a tab is a(n): A) series of oval B) arrow C) long dash D) long bracket dots A small toolbar with frequently used commands that displays when selecting text or objects is the: A) Mini toolbar B) Medium C) Document D) Quick Access toolbar toolbar Toolbar The Word feature that determines whether the next word in the line will fit within the established right margin is called: A) margin check. C) wrap text. D) wordwrap. B) wrapping.

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