

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 set forth by the Business Technology Department which includes but not limited to, a zero on the test for both parties. _____

Student's Signature

(Circle Your Answer)

- 1) 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
- 2) Which of the following is the default line spacing in Microsoft Word 2010?
A) 1.25 B) **1.15** C) 2.0. D) 1.0.
- 3) 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
- 4) The space between the text and top, bottom, left and right edges of the paper are referred to as:
A) Alignment B) **Margins** C) Spacing D) Borders
- 5) The formatting mark that represents a tab is a(n):
A) series of oval dots B) **arrow** C) long dash D) long bracket
- 6) A small toolbar with frequently used commands that displays when selecting text or objects is the:
A) **Mini toolbar** B) Medium toolbar C) Document toolbar D) Quick Access Toolbar
- 7) The Word feature that determines whether the next word in the line will fit within the established right margin is called:
A) margin check. B) wrapping. C) wrap text. D) **wordwrap.**

Sample Test Questions In Microsoft Word 2007

Jason Hogan



Sample Test Questions In Microsoft Word 2007:

Computers Today & Tomorrow □ 4 Manjeet Jauhar, Dorothy Fanthome, COMPUTERS TODAY TOMORROW series consists of eight computer science textbooks for classes 1-8. This series is created to help students master the use of various kinds of software and IT tools. The books have been designed to keep pace with the latest technologies and the interests of the 21st century learners. The series is based on Windows 7 and MS Office 2007 and adopts an interactive approach to teach various concepts related to Computer Science. The books for classes 1-5 are introductory. They introduce students to the basic features of Windows 7 and MS Office 2007 starting with the history of computers, what are the basic parts of the computer, how to use Tux Paint, WordPad, MS Paint, how to program in LOGO and also give an introduction to the Internet. However, the books for classes 6-8 are for senior students and take a deep dive into the advanced features of Windows 7 and MS Office 2007 including how to do programming in QBasic, HTML and Visual Basic. Students learn to create animations using Flash and Photoshop and how to communicate using the Internet. The ebook version does not contain CD.

Office 2007: The Missing Manual Chris Grover, Matthew MacDonald, E. A. Vander Veer, 2007-04-27. Quickly learn the most useful features of Microsoft Office 2007 with our easy to read four in one guide. This fast paced book gives you the basics of Word, Excel, PowerPoint and Access so you can start using the new versions of these major Office applications right away. Unlike every previous version, Office 2007 offers a completely redesigned user interface for each program. Microsoft has replaced the familiar menus with a new tabbed toolbar or ribbon and added other features such as live preview that lets you see exactly what each option will look like in the document before you choose it. This is good news for longtime users who never knew about some amazing Office features because they were hidden among cluttered and outdated menus. Adapting to the new format is going to be a shock, especially if you're a longtime user. That's where Office 2007 The Missing Manual comes in. Rather than present a lot of arcane detail, this quick friendly primer teaches you how to work with the most used Office features with four separate sections covering the four programs. The book offers a walkthrough of Microsoft's redesigned Office user interface before taking you through the basics of creating text documents, spreadsheets, presentations and databases with clear explanations, step by step instructions, lots of illustrations, plenty of friendly advice. It's a great way to master all 4 programs without having to stock up on a shelf load of different books. This book has everything you need to get you up to speed fast. Office 2007 The Missing Manual is truly the book that should have been in the box.

30 Practice Sets for IBPS RRB CRP - X Office Assistant Multipurpose & Officer Scale I Online Preliminary Exam 2021 Arihant Experts, 2021-07-20. 1. The book deals with Preliminary Examination of IBPS RRBs CWE IX Officer Scale 1-2. Carries Previous years solved papers 2020-2016. 3. Study material is provided for Numerical and Reasoning Ability sections. 4. More than 2500 objective questions are provided for revision of concepts. 5. 30 Practice Sets are provided for thorough practice. This Year The Institute of Banking Personnel Selection IBPS has introduced more than 12000 vacancies for the posts of RRB Office

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