

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.**

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professional practice Stine has leveraged many of the Microsoft Office products to organize and manage complex projects In addition to Microsoft Office certification study guides Stine has written multiple books on architectural design software all written using Microsoft Word and published by SDC Publications

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