

Microsoft Word Part I Assessment

A document is

- A: a file in a folder
- B: a table saved on the computers hard drive
- C: short or long text file
- D: a file saved on a disk
- E: all the above

A word processors is used for:

- A: edit a document
- B: format a document
- C: create a document
- D: compose text box
- E: all of the above

The Format menu includes:

- A: Font
- B: bullets and numbering
- C: an option to change the case of the text
- D: Tabs
- E: none f the above

To close the document to can:

- A: click the **X** box in the menu bar
- B: go to **File** then **Close**
- C: click the **X** box in the title bar
- D: All of the above
- E: None of the above

If you want to save your document to a specific folder or choose the name to give it, you:

- A: go to the File menu then Save As
- B: Go to the View menu, then toolbars, then Save
- C: go to the Help menu
- D: go to the File menu then Save

The text box is:

- A: where you create your document
- B: a place to draw pictures
- C: the font size of the text
- D: the name of the program

The center icon is located:

- A: on the tool bar
- B in the edit menu
- C: in the format menu

D: Both A and B

What are the cursor keys?

- A: the name for the mouse when it is in the text box
- B: the four arrow keys on the keyboard
- C: the icons on the toolbar
- D: the name of all the keys on the keyboard

When you triple click on text:

- A: the font size will be changed
- B: the word would be highlighted
- C: the program will open
- D: the whole paragraph will be highlighted

How do you change the font size?

- A: highlight the text and go to the tools menu
- B: highlight the text then choose the insert menu
- C: highlight the text then choose the format menu
- D: highlight the text, and hit the enter key

If you have saved your document to a disk, and are going to open it you would look in what folder?

- A: 3 ½ floppy disk drive
- B: the D: drive
- C: the C: drive
- D: history

Where would you look for the underline option if you do not see it in the toolbar?

- A: the View menu
- B: the Tools menu
- C: the Format menu
- D: the View menu, then Toolbars

What does Caps Lock do to the text?

- A: drag the text to another location on the page
- B: capitalize
- C: change the font size
- D: highlight

In what option on the menu bar are the shortcut operations located?

- A: Format
- B: Edit
- C: Help

D: File

Short answer questions:

What are the steps to opening an Ms Word document?

Where would you find the align text button?

If you want to add a diamond shape to your document, what function which menú would you go to?

How do you erase a mistake?

The steps to saving a document are: