

Grade: 10
Subject: ICT
Teacher: Mrs. Dina Sarris

Section:
Date: / 10 / 2011



Grade (Mark): / 15

Name:





Term: 1

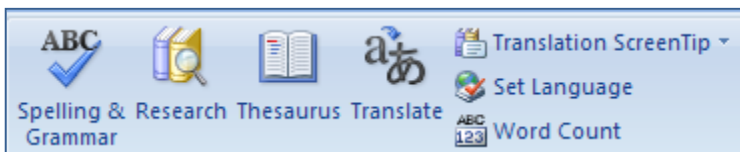
Homework Sheet





Lesson 8: Editing & Formatting Documents

Circle the best response for each of the following statements.

[/ 15]

- ___ is a feature in Word that automatically corrects errors as you enter text.
A. AutoCorrect
B. AutoComplete
C. Auto Spell
D. Auto Find
- ___ refers to how text is positioned between the left and right margins
A. Alignment
B. line spacing
C. Indentation
D. Page setup
- The size of the Font is measured in ____ .
A. cm
B. points
C. inch
D. none of the above
- A ____ is a temporary storage place in your computer's memory and shared among all the Office applications.
A. menu
B. temp
C. clipboard
D. shared folder
- Which button will help you change the case of letters?
A. 
B. 
C. 
D. 
- The below figure shows the ____ tools.



- The below figure shows the ____ tools.
A. Comments
B. Proofing
C. Tracking
D. Changes
- Which button is used to copy the formatting from one place and apply it to another.
A. 
B. 
C. 
D. 

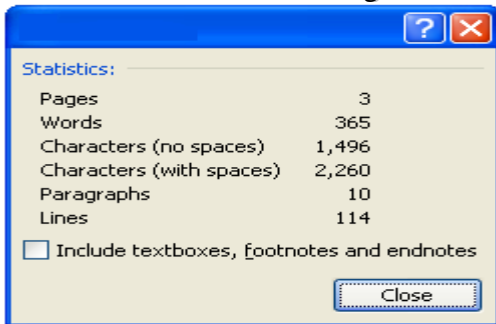
8. In MS. Word 2007, which tab holds the commands for formatting text?

- A. **Insert**
- B. **Home**
- C. **Page Layout**
- D. **View**

9. Which of the following is the best method of selecting a paragraph of text?

- A. Double click on any word in the paragraph
- B. Press and hold CTRL, then click on the paragraph
- C. Triple click on the paragraph
- D. Single Click on the paragraph

10. What is the name of the dialog box shown below?

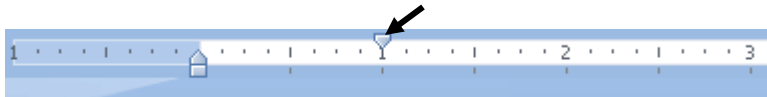


- A. Word Count
- B. Page Count
- C. Character Count
- D. Lines Count

11. The following button **B** is used to format the text in ____.

- A. Black
- B. Bright
- C. Blend
- D. Bold

12. In the figure below the arrow is pointing to the ____.



- A. left aligned tab marker
- B. Left indent marker
- C. First line indent marker
- D. Hanging indent marker

13. The group of commands shown below is called the ____.



- A. Direction Commands
- B. Alignment Commands
- C. Style Commands
- D. Bullets Commands

14. You can find the The Page Setup group in the ____ tab ?

- A. Home
- B. Insert
- C. Page Layout
- D. References

15. The keyboard shortcut to execute the Replace Command is ____.

- A. Ctrl + R
- B. Ctrl + H
- C. Ctrl + F
- D. Alt + R