Grade: 10	Section:	
Subject: ICT	Date:	/ 01 / 2012
Teacher: Mrs. Dina Sarris		

ATHS
ثانويــة التكنولوجيــا التطبيقيــة
Applied Technology High School

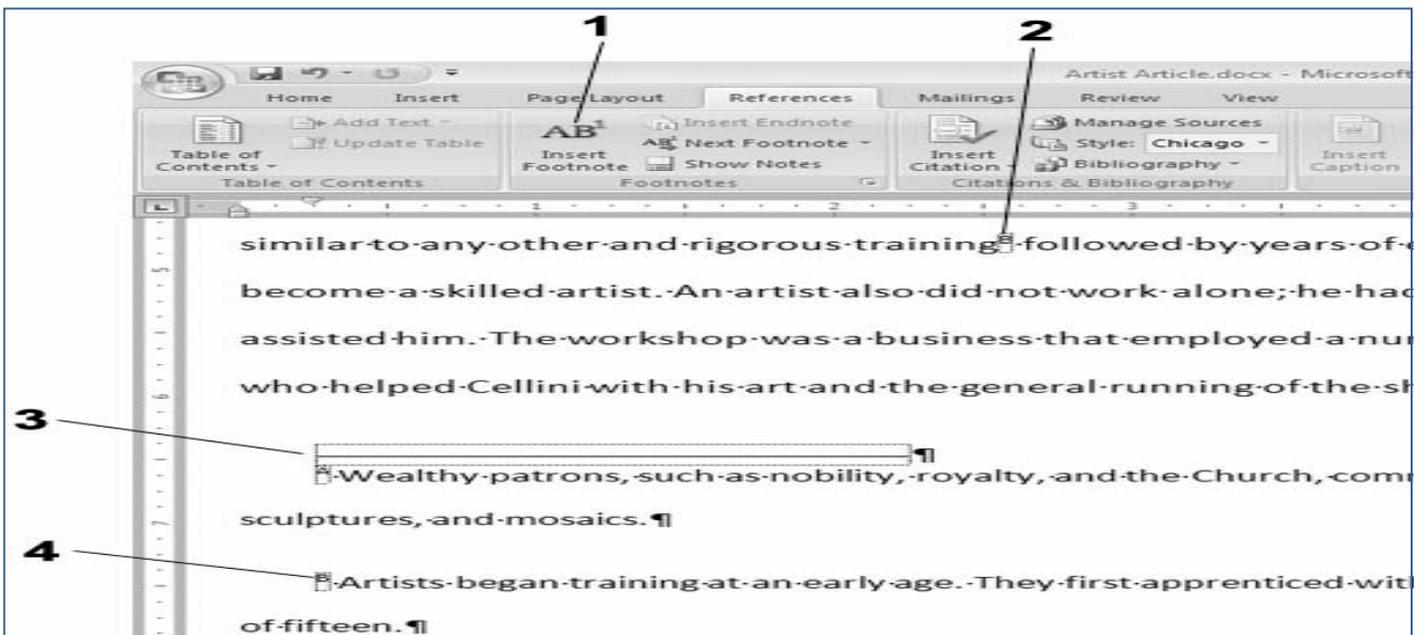| Grade (Mark):	/ 25	Name:

Term: 1	**Homework Sheet**
	Lesson 11: Enhancing Documents

Circle the best response for each of the following statements.   [/ 25]

Look at the figure below and answer questions 1 to 2.

1. In the above figure, which number references the text for footnote B?
   a. 1   c. 3
   b. 2   d. 4

2. In the above figure, item 3 refers to the Footnote _____.
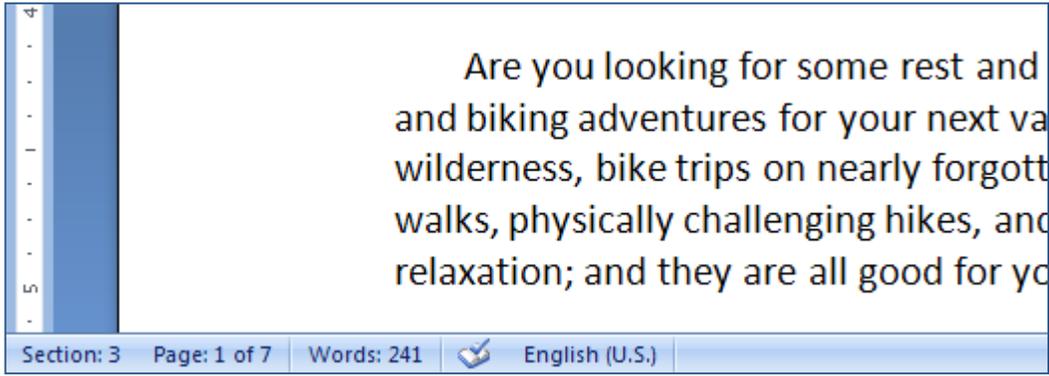   a. Line   c. Seperator
   b. Divisor   d. Reference

3. When would you need to divide a document into sections?
   a. To format the sections with different fonts.
   b. To add headers and footers to the document.
   c. To add page numbers to the document.
   d. To format the sections with different numbers of columns.

4. Which tab contains the Header & Footer group?
   a. Page Layout
   b. Insert

   c. Review
   d. References

Look at the figure below and answer questions 5 to 7.

Are you looking for some rest and
and biking adventures for your next va
wilderness, bike trips on nearly forgott
walks, physically challenging hikes, and
relaxation; and they are all good for yo

Section: 3   Page: 1 of 7   Words: 241   English (U.S.)

5. In the document shown in the figure above, what is the total number of pages in the document?
   a. 1
   b. 3

   c. 7
   d. Impossible to tell

6. In the document shown in the figure above, where is the insertion point located?
   a. Section1
   b. Section 2

   c. Section 3
   d. Impossible to tell

7. In the document shown in the figure above, what is the total number of sections?
   a. 1
   b. 2

   c. 3
   d. Impossible to tell

8. How are page numbers, headers, & footers inserted in a document?
   a. As a field
   b. As a symbol

   c. As a section
   d. None of the above

9. Which one of the following represents the hyperlink button?

   a.
   b.

   c.
   d.

10. The ___ group contains the Cover Page command.
    a. Tables
    b. Links

    c. Illustrations
    d. Pages

11. Which tab holds all these groups?
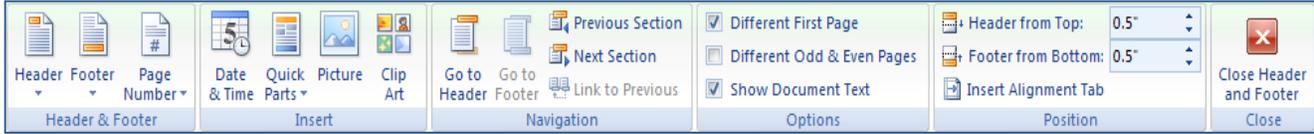
   a. Home   c. Page Layout
   b. Design   d. View

12. The figure below represents the _____ group.

   a. Text   c. Size
   b. Arrange   d. Adjust

13. You can insert special data elements such as _____.
   a. footnotes   c. dates & times
   b. hyperlinks   d. all the above

14. Which button is used to split a document to columns?

   a.   c.

   b.   d.

15. To format shading for multiple paragraphs, select the paragraphs before clicking the shading button.
   a. True   b. False

16. Which dialog box is used to insert graphics in a document?
   a. Insert Picture   c. Insert Files
   b. Insert Graphics   d. Text Wrapping

17. When a graphic is selected, _____ circles and squares, called sizing handles, appear on the sides and corners of the graphic.
   a. White   c. Green
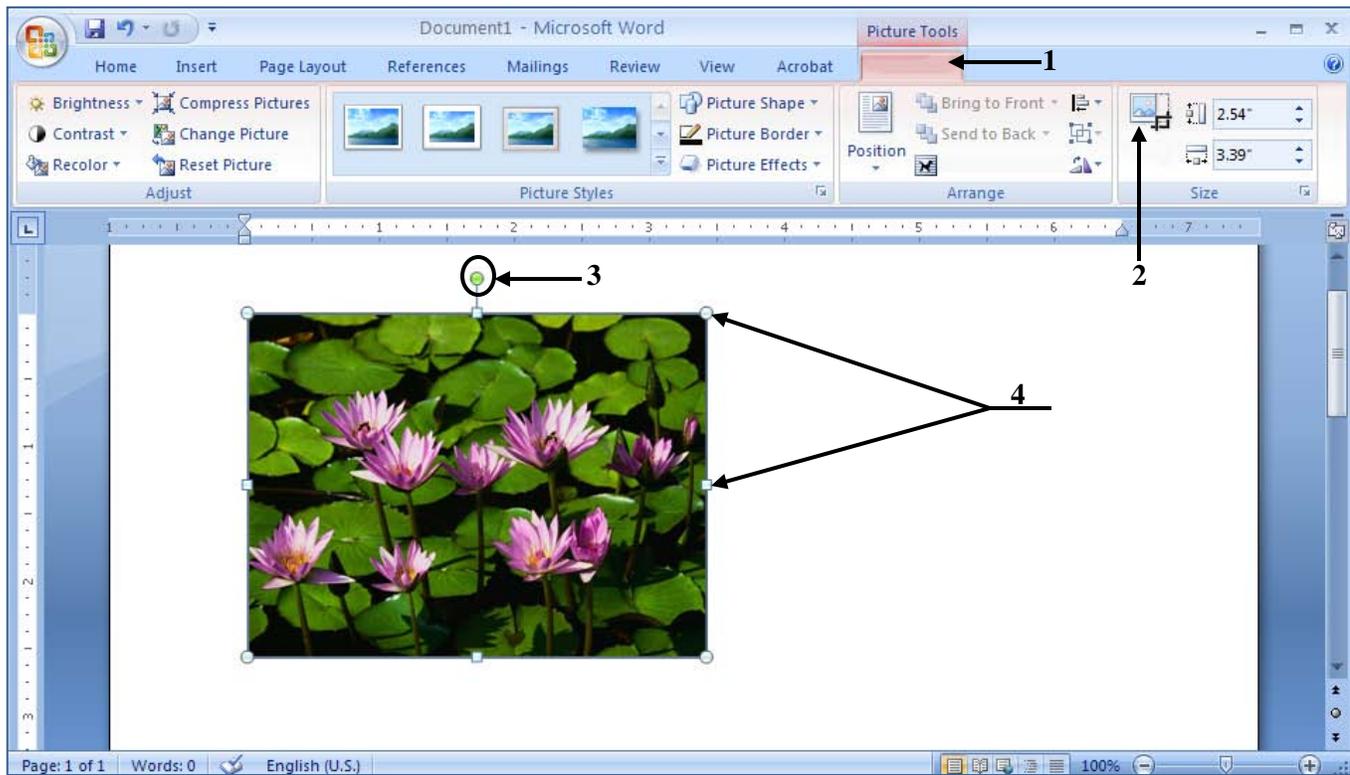   b. Red   d. Blue

18. You create WordArt using the WordArt button in the _____ group on the Insert tab.
   a. Text   c. Picture
   b. Art   d. Word

19. To insert a SmartArt graphic in a document, click the SmartArt button in the Graphics group on the Insert tab to open the Choose a SmartArt Graphic dialog box.
   a. True   c. False

Look at the figure below and answer questions 20 to 22.

20. Item **3**, shown in the figure above, is a(n) _____.
    a. adjustment handle   c. sizing handle
    b. anchor symbol   d. rotate handle

21. In the above figure, item ___ points to the sizing handles.
    a. 1   c. 3
    b. 2   d. 4

22. Item 1, shown in the figure above, points to the _____ Tab.
    a. Format   c. Design
    b. Home   d. Picture

23. Which one of the following represents the SmartArt button?
    a.   c.
    b.   d.

24. To draw a circle, you can click the Oval in the Shapes menu, then press _____ while you drag with the pointer.
    a. [Ctrl]   c. [Alt]
    b. [Shift]   d. [Shift][Ctrl]

25. To move a graphic around on a page, click on ___ from the Text Wrapping options.
    a. Square   c. Through
    b. Tight   d. None of the above