

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

Section:
Date: / 01 / 2012



Grade (Mark):

Name:

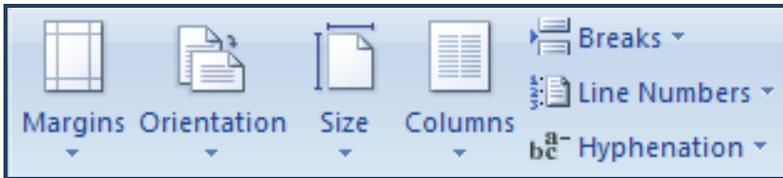
Term: 2

Revision Sheet
Lesson 11: Enhancing Document

I. Circle the best response for each of the following statements.

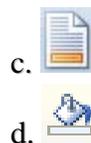
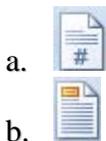
1. A ___ is an example of desktop publishing.
a. Workbook
b. Newsletter
c. Presentation
d. Database
2. What is the default number of sections of a new blank document in Word?
a. 1
b. 2
c. 3
d. 4
3. The Break command can be found in the ___ group, in the ___ Tab.
a. Page Setup, Page Layout
b. Page Setup, References
c. Page Setup, Home
d. Alignment, Page Layout

4. The below figure represents the ___ group.

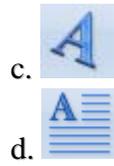
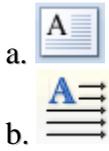


- a. Page Background
b. Pages
c. Page Seup
d. Paragraph
5. You can insert a manual _____ to adjust where a column ends.
a. column break
b. continuous break
c. text wrapping
d. next page
6. You can use _____ to quickly insert a manual column break.
a. Ctrl + Enter
b. Shift + Enter
c. Alt + Ctrl + Enter
d. Ctrl + Shift + Enter

7. Which button is used to insert a page number?



8. Which button is used to insert a WordArt object?

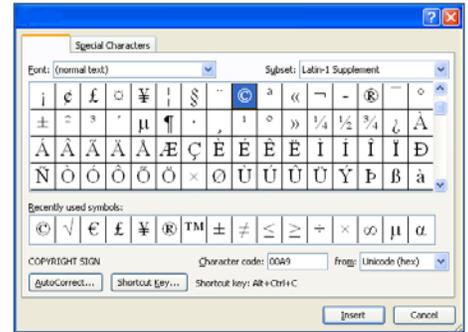


9. The hyperlink command can be found in the Insert tab in the ____ group.

- a. illustrations
- b. links
- c. text
- d. pages

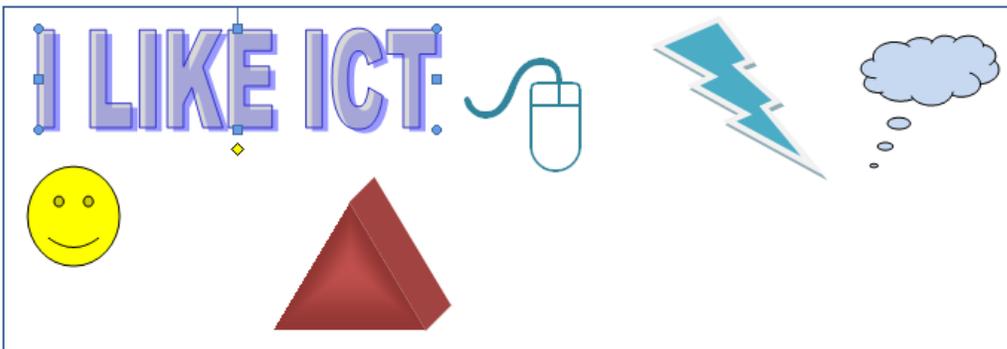
10. What is the name of the dialog box represented below?

- a. Find
- b. Column
- c. Hyperlink
- d. Symbol



Look at the below figure and answer question 11.

X: is a predesigned drawing object.



11. In the above figure, how many objects are there which can be considered as X.

- a. 1
- b. 2
- c. 3
- d. 4

12. Search results appear in the task pane as ____, which are miniature representations of the pictures.

- a. details
- b. thumbnails
- c. icons
- d. tiles

13. When a graphic is selected, it can be ____.

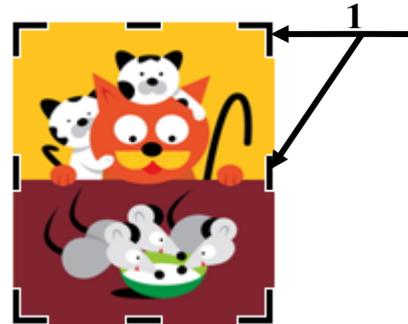
- a. resized
- b. moved
- c. copied
- d. all the above

14. A text- wrapping format must be applied to the graphic before you can reposition the graphic in the document.
 a. True
 b. False

15. Item 1 in the below figure points to the ____.

- a. sizing handles
- b. cropping handles

- c. rotating handles
- d. pointers



16. Footnotes and endnotes are linked to an in-text reference symbol- usually a letter or numeral in ____.

- a. subscript
- b. lowercase

- c. superscript
- d. uppercase

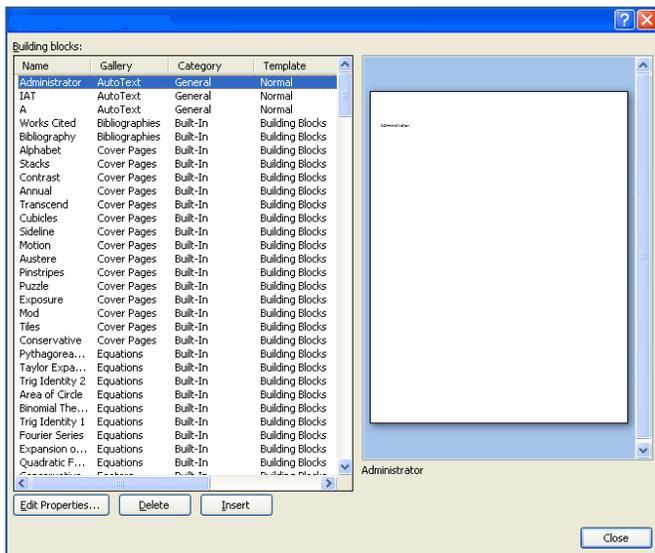
17. When footnotes are moved or deleted, Word automatically adjusts the reference numbers.

- a. True
- b. False

18. A ____ is information or graphics that print in the bottom margin of a page.

- a. header
- b. footer
- c. symbol
- d. clipart

19. The below figure represents the ____ dialog box.



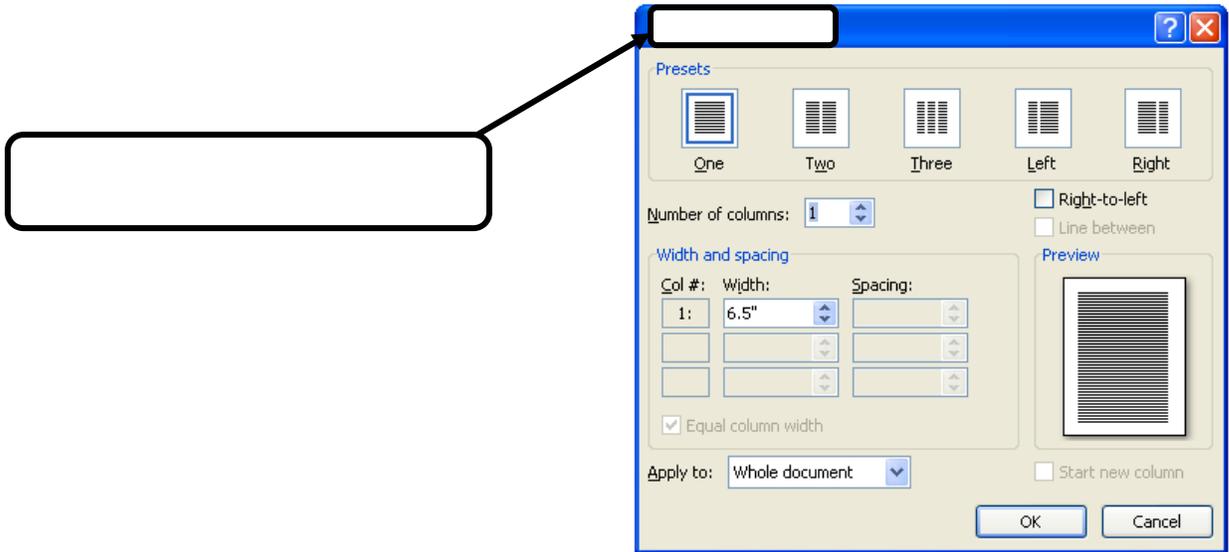
- a. symbol
- b. column

- c. building blocks
- d. borders & shading

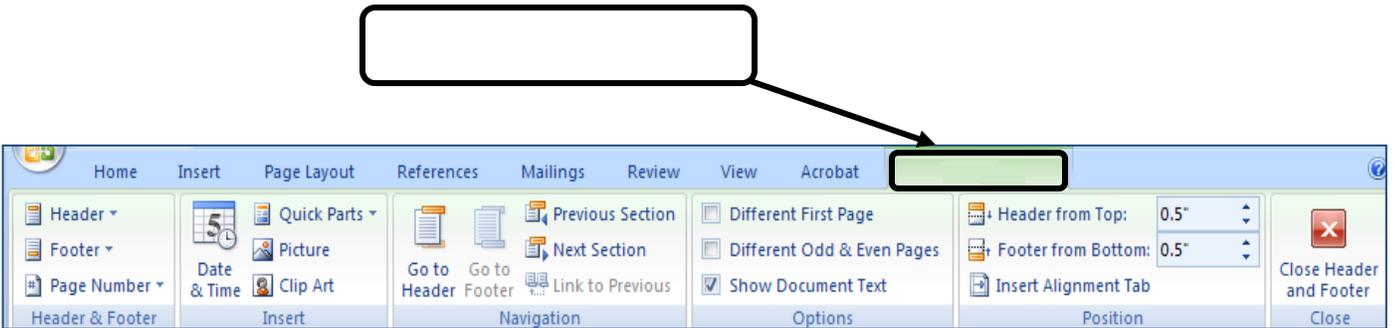
II. Select the correct choices from the following box and answer the questions.

Clip Art	SmartArt	Column
Text Wrapping	Text	Design

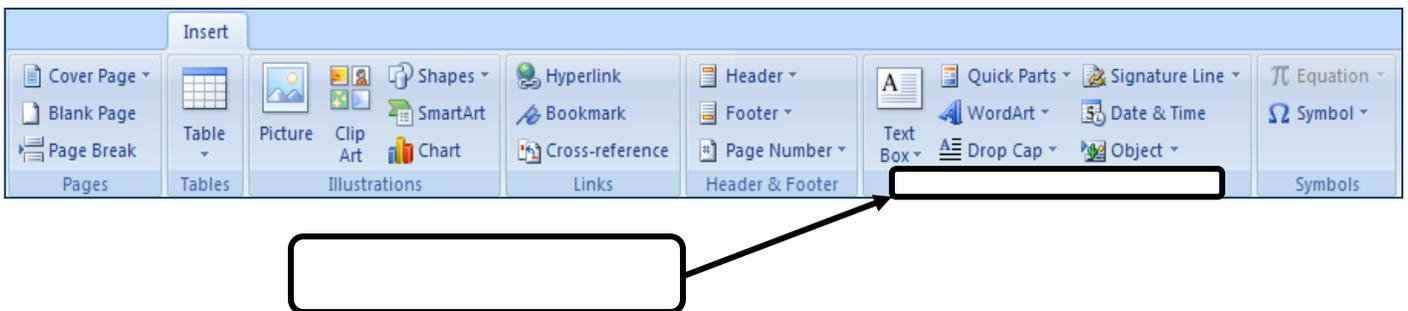
1. Identify the given below **Dialog Box**.



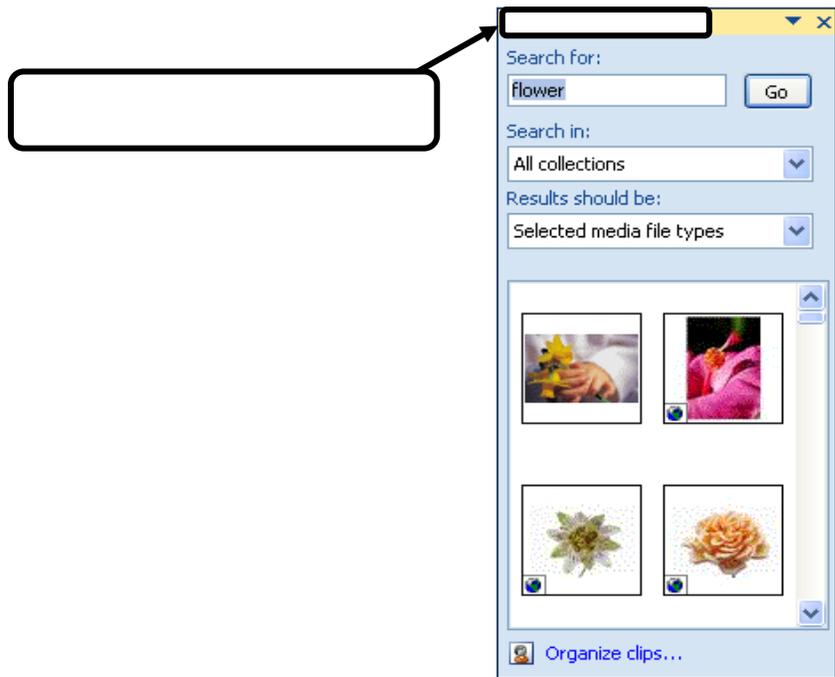
2. Identify the given below **Tab**.



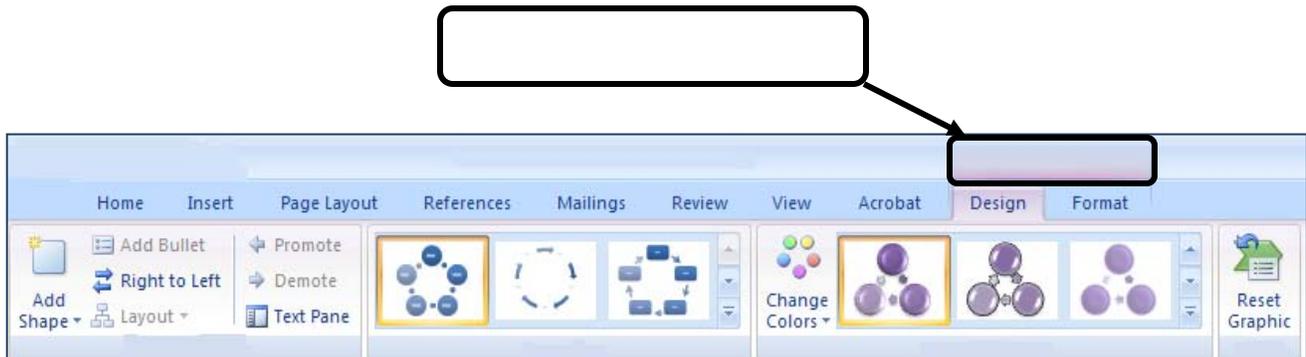
3. Identify the given below **Group**.



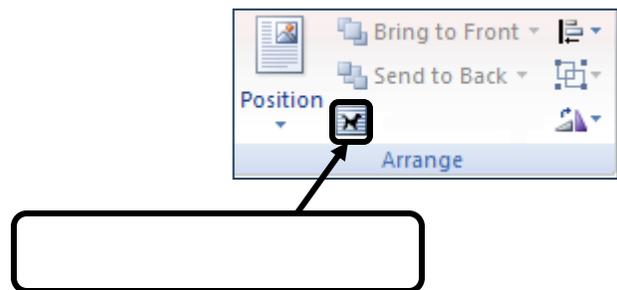
4. Identify the given below **task pane**.



5. Identify the given below **Tools**.



6. Identify the given below **Command**.



III. Match each expression in Column B with its name in Column A. Write the corresponding number in the space provided.

	A
1	Desktop Publishing
2	Blog
3	Shift
4	Text box
5	Style

	B
	The journal which maintained by an individual or a group and posted on a Web site for public viewing & comment is called ____.
	____ is a set of formatting characteristics that you can apply to characters, paragraphs, tables and numbered & bulleted lists in a document.
	A drawing object that enables you to add text to artwork is called a _____.
	To create a perfect square, press on ____ as you drag the crosshair.
	_____ is the process of creating a document using a computer to lay out text and graphics.