

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

Section:
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Grade (Mark): / 20

Name:

Term: 1

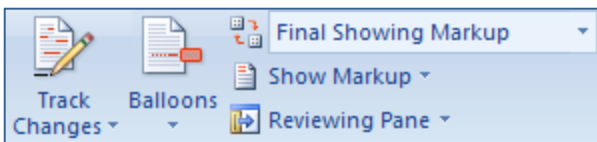
Homework Sheet

Lesson 9: Sharing Documents

Circle the best response for each of the following statements.

[/ 15]

1. What appears in a document at the point where you insert a comment?
 - a. Highlighted text.
 - b. A comment mark.
 - c. A balloon.
 - d. A rectangle.
2. Which tab contains the options for working with tracked changes?
 - a. References.
 - b. Review.
 - c. Edit.
 - d. Home.
3. If a reviewer's comment balloons are blue, what color will be the text he or she inserts in a document?
 - a. Red.
 - b. Yellow.
 - c. Black.
 - d. Blue.
4. How do deleted items appear in a document when Track Changes are turned on?
 - a. As colored text in the document.
 - b. As strikethrough text.
 - c. As underlined text.
 - d. In a separate comment balloon.
5. How do you see track changes and comments in a document?
 - a. Select Markup on the Review tab.
 - b. Double-click a comment mapper.
 - c. Click View on the Home tab.
 - d. Click Reviewing on the View tab.
6. The below figure shows the _____ group.



- a. Comments
 - b. Proofing
 - c. Tracking
 - d. Paragraph
7. Which of the following statements is NOT true about tracked changes?
 - a. Insertions are underlined.
 - b. Each reviewer is assigned a different color.
 - c. Deletions are bolded.
 - d. Click the Track Changes button to turn on track changes.

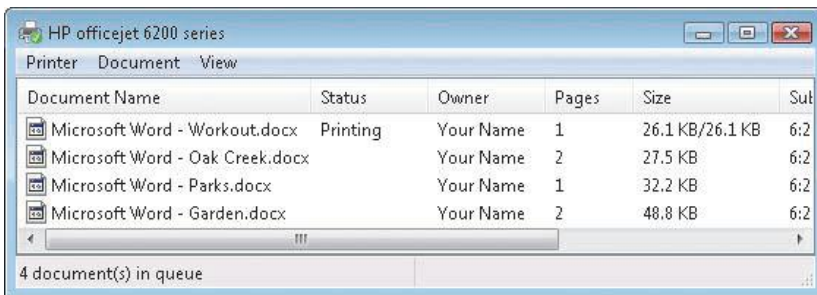
8. In MS. Word 2007, which tab holds the commands for tracking changes?

- a. 
- b. 
- c. 
- d. 

9. What is the significance of the colors attached to a Tracked Change?

- a. There is no significance.
- b. Each color represents changes by a specific reviewer.
- c. The colors are randomly selected.
- d. The colors represent the times when changes are made.

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



- a. Word Count
- b. Page Count
- c. Character Count
- d. Print Queue

11. In which group are the buttons for accepting and rejecting changes?

- a. Compare group.
- b. Proofing group.
- c. Changes group.
- d. Tracking group.

12. The ____ task pane shows the number of changes in a revised document.

- a. Summary.
- b. Merge.
- c. Compare.
- d. Comparison.

13. A document that has been digitally signed becomes ____ so that no one else can make changes to the content.

- a. Locked.
- b. Protected.
- c. Read-Only.
- d. Readable.

14. How do you change your user name?

- a. Click the User button in the Tracking group.
- b. Click the Track Changes list arrow, then click New User.
- c. Click the Track Changes list arrow, then click Change User Name.
- d. You cannot change your user name; it is set by the administrator of your computer.

Look at the figure below and answer questions

WHY GO ERGONOMIC?

When you think about using a computer, you don't usually think about comfort and health. But maybe you should.

Did you know that if you hold your wrist a certain way while using the keyboard, you increase your risk of getting carpal tunnel syndrome? And, did you know that if you sit in a slouched position while working at the computer, you risk getting long-term back and spinal injuries? There are ways to prevent these painful, long-term injuries.

With the growing increase in use of computers, many of us sit at a computer for several hours a day, with limited physical activity during that time. If our keyboarding technique or our posture is incorrect, our performance is affected and our bodies take a beating. After sitting in the same position for a long time, we can experience injuries from continuous repetition of the same motions. The injury is worsened by poor posture. We start to feel pain. We become uncomfortable, and when we're uncomfortable, our productivity decreases.

Correct keyboarding posture and technique are fundamental. Using ergonomic office elements will also help you maintain the proper positions while working at your computer. Ergonomic means that the element is designed to increase safety, comfort, and productivity.

Comment [11]: I thought this would be a better intro.

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Comment [12]: My keyboarding instructor made us keep our feet flat on the floor!

15. In the above figure which item refers to deleted text?
 - a. 1
 - b. 2
 - c. 3
 - d. 4
16. In the above figure which item refers to deleted text?
 - a. 1
 - b. 2
 - c. 3
 - d. 4
17. In the above figure, item number 3 points to a _____.
 - a. Formatted baloon
 - b. Moved baloon
 - c. Comment baloon
 - d. Inserted baloon
18. Which of the following groups does NOT contain a selection of collaboration commands?
 - a. Comments.
 - b. Proofing.
 - c. Tracking.
 - d. Changes.
19. How do you accept all changes in a document?
 - a. Click the Accept button.
 - b. Click the Accept list arrow, then click Accept All.
 - c. Click the Accept list arrow, then click Accept All Changes in Document.
 - d. You cannot accept a change without first reviewing it.
20. How do you open the Track Changes Options dialog box?
 - a. Click the Track Changes list arrow in the Tracking group, then click Change Tracking Options.
 - b. Click Tracking Options in the Comments group.
 - c. Click the Options button in the Changes group.
 - d. Click the Track Changes list arrow in the Tracking Group, then click Options.