

Microsoft® Word 2010 Test
Chapters 1–3 (Part #1)
Computer Application I - Spring 2012

I agree to work independent and without help or assisting my fellow students. If I am caught cheating, I will accept the punishment deemed appropriate by Professor Sims and guidelines set forth by the Business Technology Department which includes but not limited to, a zero on the test for both parties. _____

Student's Signature

(Circle Your Answer)

- 1) Which of the following is the space between the text and the top, bottom, left, and right edges of the page?
A) line spacing B) alignment C) margin D) indentation
- 2) Which of the following is the default line spacing in Microsoft Word 2010?
A) 1.25 B) 1.15 C) 2.0. D) 1.0.
- 3) A series of dots following a tab that serve to guide the reader's eye is a:
A) Leader B) Field C) Shape D) Formatting mark
- 4) The space between the text and top, bottom, left and right edges of the paper are referred to as:
A) Alignment B) Margins C) Spacing D) Borders
- 5) The formatting mark that represents a tab is a(n):
A) series of oval dots B) arrow C) long dash D) long bracket
- 6) A small toolbar with frequently used commands that displays when selecting text or objects is the:
A) Mini toolbar B) Medium toolbar C) Document toolbar D) Quick Access Toolbar
- 7) The Word feature that determines whether the next word in the line will fit within the established right margin is called:
A) margin check. B) wrapping. C) wrap text. D) wordwrap.

Microsoft Word 2013 Test Questions Paper Sample

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