

Multiple Choice Questions

1. Which group is shapes present in, in the Insert tab?
(a) Text
(b) Symbols
(c) Illustrations
2. If the original text is : MS WORD IS IMPORTANT what will toggle case change it to?
(a) MS Word Is Important
(b) ms word is important
(c) MS word IS Important
3. Which tab is Clip Art insertion present in?
(a) Home
(b) Insert
(c) View



EXERCISES

A. Choose the correct option and write in the space provided.

- Continue typing the text. The text will automatically move to the next line. This MS-Word is called :
 (a) Continuity (b) Line-limit (c) Word wrapping
- _____ key is used to print the document.
 (a) Ctrl+S (b) Ctrl+P (c) Ctrl+Z
- To select the entire document, press _____.
 (a) Ctrl+C (b) Ctrl+Z (c) Ctrl+A
- _____ is a collection of readymade pictures.
 (a) Clip Art (b) WordArt (c) Shapes
- To change the case of letters, click _____ tab.
 (a) View (b) Home (c) Format

B. Fill in the blanks.

WordArt

delete

redo

insert

undo

- Delete key erases the character to the right of the cursor.
- Undo command reverses the last action performed.
- To redo a series of actions press redo button repeatedly.
- To insert the shapes, click insert tab.
- Word Art is a collection of different styles of text.

C. Tick (✓) the correct and cross (X) the wrong ones.

- Print preview is not an important part of printing a document.
- Keyboard cannot be used for selecting text.
- Redo command reverses the last action done.
- To delete two sentences, you can only use Backspace key.
- Shift + → selects one character to left.

E. Write the shortcut keys for the following tasks.

1. To select the text to the end of current line Shift + End.
2. To select the text to the end of document Shift + Ctrl + End.
3. To select entire document Ctrl + A.
4. To save your document Ctrl + S.
5. To print your document Ctrl + P.
6. To delete your document Shift + Delete.