



III. True or False:

5x1=5

21. The Picture Tools tab is shown only when a picture is selected.
22. Microsoft Office Word is not a text editor.
23. In Microsoft Office Word 2010 the Microsoft Office button has not replaced with File Tab.
24. The Ribbon is designed to help you quickly find the commands that you need to complete a task.
25. The suit of programs is compatible with both the Windows and Macintosh Operating System.

IV. Match the following:

5x1=5

26. Ctrl + N - Microsoft Word and Word Perfect
27. Ctrl + S - open
28. Ctrl + O - New document
29. Larger program - Close
30. Alt + F4 - Save

V. Match the shortcut keys:

6x1½=9

31. Ctrl +C - Paste
32. Ctrl +V - Bold
33. Ctrl +X - Italic
34. Ctrl +B - Copy
35. Ctrl +I - Newline
36. Shift + Enter - Cut

VI. Find out the correct icon:

5x1=5

37. Which is the icon for Bold?  
a. I      b. U      c. B
38. Which is the icon for close?  
a.       b.       c. \_\_\_
39. Which is the icon for Maximize?  
a. \_\_\_      b.       c. 
40. Which is the icon for MS WORD?  
a.       b.       c. 
41. Which is the icon for Underline?  
a. B      b. U      c. I

VII. Missing letters:

6x1=6

42. \_\_\_ E \_\_\_ B \_\_\_ A R D
43. T \_\_\_ O \_\_\_ B \_\_\_ R
44. D O \_\_\_ U \_\_\_ E \_\_\_ T
45. C \_\_\_ M \_\_\_ A N \_\_\_
46. A \_\_\_ \_\_\_ L I \_\_\_ A T I O \_\_\_
47. \_\_\_ I B \_\_\_ O N