

Computer Science – End of Year Exam

Unit 4: Word Processing

1. **What does it mean for information to be in the public domain?**

- A) You have to pay for the information.
- B) The information can be used without permission for free.
- C) You need permission and the information cannot be copied for free.
- D) The information was stolen.

2. **What is piracy?**

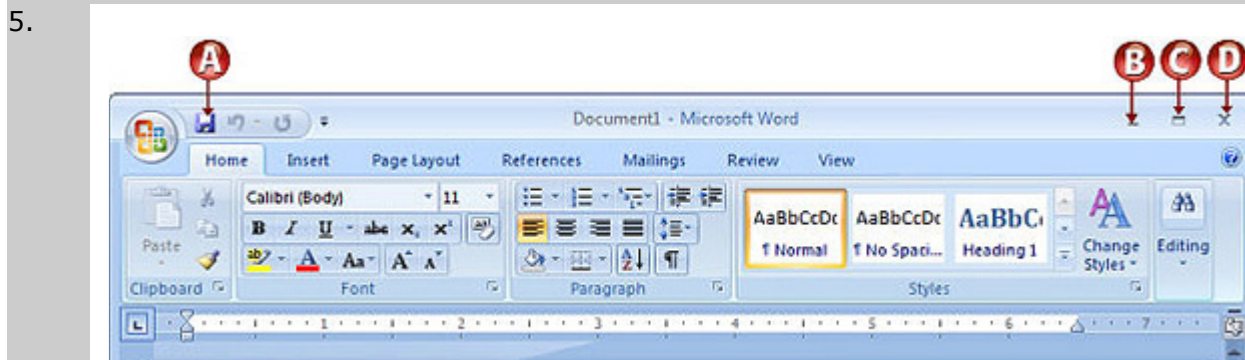
- A) The act of copying and/or sharing copyrighted material without permission
- B) The act of copying information legally
- C) Legally downloading music from the Internet
- D) Illegally viewing movies on the Internet

3. **Why should you read the license that comes with a new piece of software?**

- A) To find the copyright information
- B) To find instructions about how to copy the software to other computers
- C) To find out how many computers the software can be installed on
- D) To learn how to use the software

4. **When should you cite sources?**

- A) Only when you are using information from the Internet
- B) Only when you are using content from books, newspapers, and magazines
- C) Never, because you do not have to cite any sources
- D) Any time that you use someone else's work.



Which button will exit Microsoft Word?

- A) A
- B) B
- C) C
- D) D

6.

In Microsoft Word, you can often use the Ribbon or _____ to enter the same command.

- A) Status Bar
- B) keyboard shortcuts
- C) Microsoft Help
- D) Scroll Bar

7.

What steps do you take to save a file for the first time?

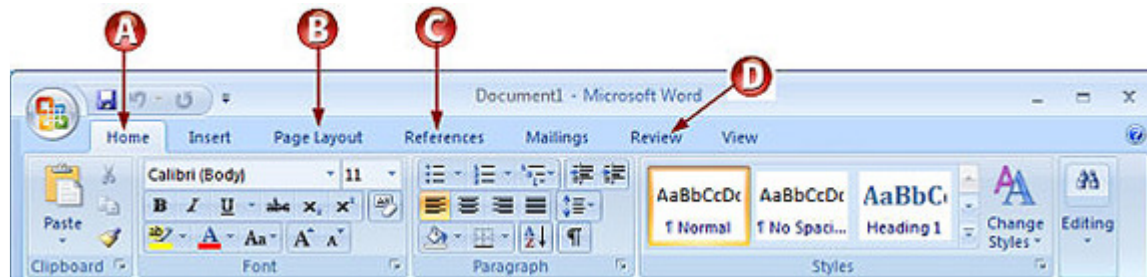
- A) Click the **Microsoft Office Button** and choose **Save As**.
- B) Click the **Review** tab on the **Ribbon**.
- C) Open the **Documents** folder.
- D) Click the **Save** tab on the **Ribbon**.

8.

How can you change your most recent action and correct an error?

- A) Click the Redo button.
- B) Click the Undo button.
- C) Click the Copy button.
- D) Click the Paste button.

9.



To check the spelling and grammar in your document, which tab on the Ribbon would you click?

- A) A
- B) B
- C) C
- D) D

10.

Which button would you click to preview the text before printing?

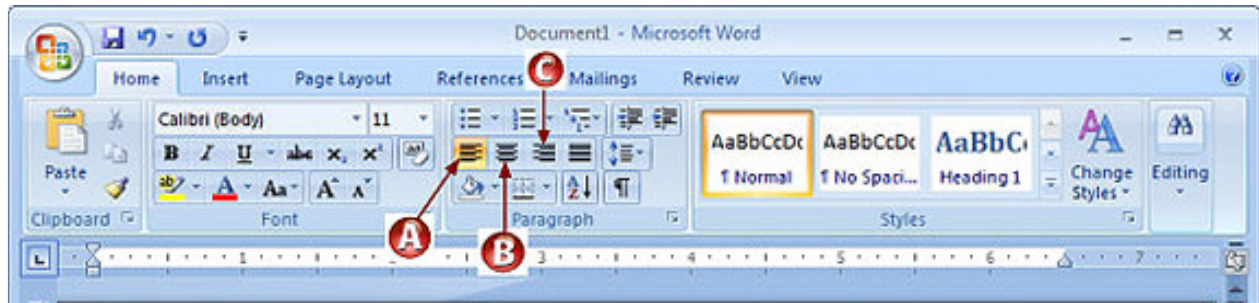
- A) The **Draft View** button
- B) The **Outline View** button
- C) The **Print Layout View** button
- D) The **Full Screen Reading** button

11.

How do you change the margins in a document?

- A) Click the **Page Layout** tab, and choose **Margins**.
- B) Click the **Home Tab**, and choose the **Editing group**.
- C) Click the **Microsoft Office** button, and choose **Margins**.
- D) Click the **Insert** tab and choose **Margins**.

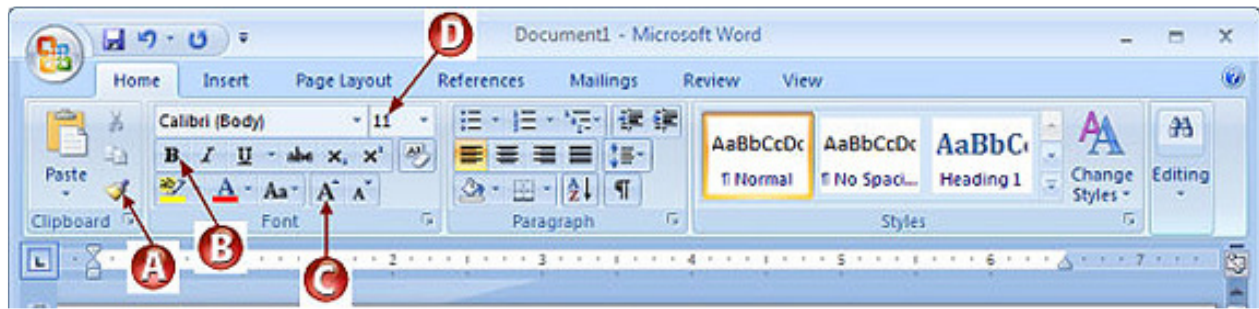
12.



How would you center the title of this document?

- A) Select it and click button A.
- B) Select it and click button B.
- C) Select it and click button C.
- D) Double-click the title.

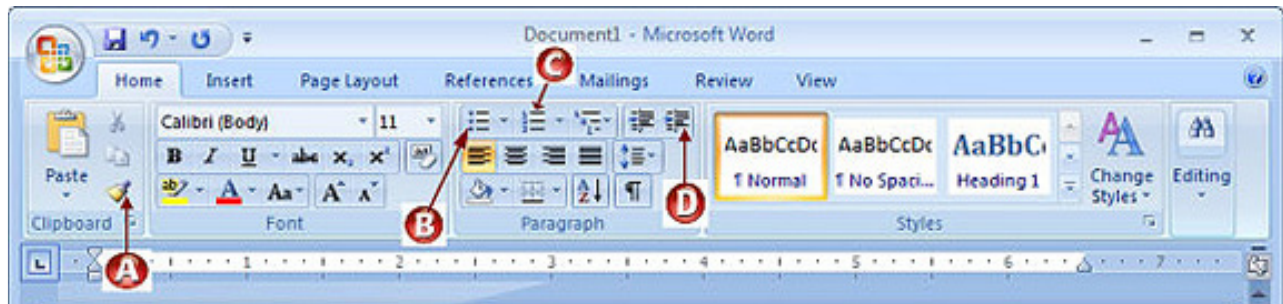
13.



How would you make the title of this document bold?

- A) Select the title, then click button A.
- B) Select the title, then click button B.
- C) Select the title, then click button C.
- D) Double-click the title.

14.



Which button will add bullets to the selected text?

- A) A
- B) B
- C) C
- D) D

15.

Which tab on the Ribbon would you click to insert ClipArt?

- A) Insert
- B) Home
- C) Page Layout
- D) Review

16.

How do you display the **Picture Tools Format** tab?

- A) Right-click a graphic and select **Format Picture**.
- B) Click the **Insert** tab on the Ribbon.
- C) Select a graphic.
- D) There is no **Picture Tools Format** tab.

17.

To turn a picture, which handle would you use?

- A) The square handle on the right side of the picture
- B) The rotation handle
- C) The round handle at the top right corner of the picture
- D) The square handle on the bottom of the picture

18.

To increase the size of text, which button would you click on the Home tab of the Ribbon?

- A) Font
- B) Font Size
- C) Shrink Font
- D) Font style

19.

To proportionally change a picture to a smaller size, which sizing handle would you click and drag?

- A) The rotation handle
- B) A round, corner handle
- C) A square, middle handle
- D) Any handle will size a picture proportionally

20.

On which tab would you find the Spelling & Grammar button?

- A) Home
- B) Review
- C) View
- D) Format

21.

To select all of the text in a document, which keyboard shortcut would you use?

- A) Ctrl + A
- B) Ctrl + T
- C) Ctrl + V
- D) Ctrl + D

22.

Which button would you click to show formatting?

- A) The **Show/Hide** button
- B) The **Increase Indent** button
- C) The **Print Preview** button
- D) The **Text Wrapping** button

23.

Which key do you press to indent the first line of the paragraph?

- A) Ctrl
- B) Enter
- C) Tab
- D) Alt

24.

You just realized that you misspelled the word *Egyptian* all through your document. How would you replace all the errors at once?

- A) Click the **Home** tab, **Editing** group, **Find** button.
- B) Click the **Home** tab, **Editing** group, **Replace** button.
- C) Click the **Home** tab, **Paragraph** group, **Find** button.
- D) Click the **Review** tab, **Proofing** group, **Spelling & Grammar** button.