

PART A : 30 marks

INSTRUCTIONS : Answer ALL questions. Choose the most appropriate answer.

1. There are five types of column in Microsoft Word 2010.
A. True
B. False

2.  This tool that can only be used to strikethrough text in a table created using Microsoft Word.
A. True
B. False

3. Times New Roman, Calibri and Arial are called Font Styles.
A. True
B. False

4. Both Microsoft Word 2010 and Microsoft Excel 2010 can sort list of text or number in ascending or descending order.
A. True
B. False

5. By holding CTRL key while moving pressing either ← or → key, you will be able to select text as you move.
A. True
B. False

6.  is a tool in Microsoft Word that cannot be used to delete a strikethrough text.
A. True
B. False

7. Middle alignment is one of the four types of horizontal alignment in Font Group in Microsoft Word 2010.
A. True
B. False

8. A user who wants to erase text backwards cannot use the Delete key.
A. True
B. False

9. Microsoft Word 2010 has no tab called Design.

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Local 38 Sample Test Questions Book Review: Unveiling the Power of Words

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