

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 Practice Test

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