

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.

Local 38 Sample Test Questions

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A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the authors' names.

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Simple Statistical Tests for Geography Danny McCarroll,2016-11-03 This book is aimed directly at students of geography particularly those who lack confidence in manipulating numbers The aim is not to teach the mathematics behind statistical tests but to focus on the logic so that students can choose the most appropriate tests apply them in the most convenient way and make sense of the results Introductory chapters explain how to use statistical methods and then the tests are arranged according to the type of data that they require Diagrams are used to guide students toward the most appropriate tests The focus is on nonparametric methods that make very few assumptions and are appropriate for the kinds of data that many students will collect Parametric methods including Student's t tests correlation and regression are also covered Although aimed directly at geography students at senior undergraduate and graduate level this book provides an accessible introduction to a wide range of statistical methods and will be of value to students and researchers in allied disciplines including Earth and environmental science and the social sciences

The Driving Instructor's Handbook John Miller,Margaret Stacey,2015-09-03 Now in its 19th edition The Driving Instructor's Handbook is widely recognized in the UK driver training industry as the authoritative reference guide for both trainee and qualified instructors and is listed by the Driver and Vehicle Standards Agency DVSA as recommend reading for the Approved Driving Instructor ADI exams This best selling text covers every aspect of the profession from the role itself to the characteristics needed to do the job effectively through the preparation for the three ADI exams theory and hazard perception driving ability and instructional ability It also includes detailed guidance on issues such as licences training teaching and coaching skills and road traffic law This latest edition now also covers practice questions for the ADI part 1 exam detailed information on driver training structuring the lesson dealing with disabilities and impairments and continuing professional development CPD The Handbook is essential reading for anyone involved in the training of drivers and instructors at all levels and will ensure that new drivers are better able to cope with the increasing demands made on them

Discovery and Disclosure Practice, Problems, and Proposals for Change ,1997 Report presented at Boston College symposium sponsored by the Committee on September 4 5 1997 p v

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