

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

**Carolyn C. Wheater, Jane R.
Burstein, William Ma**



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