1- To undo the last work, press …..

- A. Ctrl+U
- B. Ctrl+Y
- C. Ctrl+Z
- D. Ctrl+W

2- Which would you choose to save a document with a new name?

- A. Press Ctrl+S
- B. Click File, Save
- C. Click Tools, Options, Save
- D. Click File, Save As

3- Which would you choose to move selected text from one place to another?

- A. Move and Paste
- B. Copy and Paste
- C. Cut and Paste
- D. Delete and Paste

4- You can copy an object using _____.

- A. Right mouse button
- B. Edit menu
- C. Control/C
- D. All of the above

5- PowerPoint is best described as

- A. Presentation software
- B. Database software
- C. Drawing Software
- D. Desktop publishing software

6- How do you properly turn off and restart a computer?

- A. Press the round button on the computer unit to turn it off, press it again to turn the computer on.
- B. Click Start, then select Shut Down.
- C. Hit CTRL+ALT > DEL to enter the task manager and select 'Shut Down".
- D. Click on taskbar ad choose OFF

7- By default, the taskbar is located at...

- A. The bottom of your screen.
- B. The left side of your screen.
- C. The top of your screen.
- D. The right side of your screen.

8- What does the Snipping Tool do in Windows 7?
A. It is used to capture screenshots of any object on your screen.
B. It is used to perform all kinds of quick calculations.
C. It is used to create and edit the graphics files you work with.
D. It is used to record sounds via your computer's built-in microphone.

9- What would you do to highlight a word?  You position the cursor next to the word and then _____.

- A Drag the mouse while holding the left mouse button
- B. Roll mouse around
- C. Click the mouse three times

10- What happens in a document when the "cut" command is used?

- A. Only half the screen is seen.

- B. The application stops running.
- C. Selected text or graphics are removed.

11- Which one is not a tab in Microsoft Word 2010?

- A. File
- B. Insert
- C. Home
- D. Design

12- Which one of the following is not in the drop-down menu when you click the File tab in Microsoft Word 2010?

- A. Save As
- B. Open
- C. New
- D. Backup

13- Which tab would you choose to change the font size of a word from 12 points to 18 points?

- A. File
- B. Home
- C. Insert
- D. Page Layout

14- In MS Word, Ctrl+S is for …..

- A. Copy
- B. Size
- C. Save
- D. Cut

15-Which key is used to select all the text in the document?

- A. Ctrl+T

- B. Ctrl+A
- C. Ctrl+F
- D. Ctrl+N