Word Processing - Exercise 2

Name: _____ Date: _____

1. To find the word "entry" in the paragraph, select _____ on the menu bar and _____ to launch the Find and Replace dialogue box.

2. The Insert Clip Art tool is on the _____ toolbar.

3. The Crop tool on the Picture toolbar can be used after selecting a

    a. Image
    b. Text
    c. Cropped and rotated image
    d. Heading

4. _____ click over a word to select the entire word.

5. Hold the _____ key and select anywhere in the sentence to select an entire sentence.

6. The _____ tool on the Formatting toolbar will make the text even on both sides of the page.

7. On Page Setup, change the left and right margins to _____ inch.

8. The five different view options in Microsoft Word are

9. To change the Zoom ratio to 125%, type _____ in the Zoom window.

    a. 125
    b. 1.25
    c. 125%
    d. 1.25%

10. _____ and _____ text can quickly made into a table using the Insert Table tool on the Standard toolbar.

11. There are _____ documents or files listed in the My Recent Document list, to expedite opening recently used Word Processing files.

12. Shortcut keys are listed _____ to the command in the Menu Bar.

13. To change a bullet to a custom one, _____ click on the bulleted phrase and select Bullets and Numbering.

14._____ button is the left most button on the Select Browse Object tool.

15._____ click on a word and select _____ to find a word meaning the same definition.

16. The _____ tool on the Standard toolbar will copy the format to another text.

17. Font size can be (circle all that apply)

    a. 11.5
    b. 4
    c. 12
    d. 37.5

18. To access the Table and Borders toolbar

    a. Just left click on any toolbar and pick Tables and Borders
    b. Just right click on any toolbar and pick Tables and Borders
    c. Just right click on any toolbar and pick Control Toolbox
    d. Just left click on any toolbar and pick Control Toolbox

19. To set the "Show readability statistics" to on (checked box), do the following,

    a. Select tools on the pull down menu, options, spelling and grammar tab, and check the Show readability statistics checkbox.
    b. Select tools on the pull down menu, select edit, spelling and grammar tab, and check the Show readability statistics checkbox.
    c. Select tools on the pull down menu, select options, user information tab, and check the Show readability statistics checkbox.
    d. Select format on the pull down menu, theme, spelling and grammar tab, and check the Show readability statistics checkbox.

20. There are _____ fonts available for the Microsoft Word user.

    a. Less than 5
    b. Around 10
    c. Nearly 100
    d. Almost 125
    e. Over 200