


## Computer 1 Chapter 2 Quiz




### True/False

Indicate whether the statement is true or false.

- \_\_\_\_\_ 1. Typed text is placed at the insertion point.
- \_\_\_\_\_ 2. The Enter key should only be used to end a paragraph.
- \_\_\_\_\_ 3. Formatting marks appear on paper when a document is printed.
- \_\_\_\_\_ 4. Undo  on the Quick Access Toolbar can be used to reverse the last action performed.
- \_\_\_\_\_ 5. A green wavy line below a phrase or sentence indicates a possible grammatical error.
- \_\_\_\_\_ 6. Bold and underline styles can be applied to the same text.
- \_\_\_\_\_ 7. A hard copy refers to a document printed on paper.
- \_\_\_\_\_ 8. The alignment of text in a paragraph refers to its position relative to the sides of the page.
- \_\_\_\_\_ 9. If the formatting is removed from a hyperlink, the hyperlink text will also be deleted.
- \_\_\_\_\_ 10. Saving an attachment before opening it can help keep a computer safe from viruses.

### Multiple Choice

Identify the choice that best completes the statement or answers the question.

- \_\_\_\_\_ 11. To repeat the last action performed, click
  - a. Home → Find.
  - b. Home → Again.
  - c. Redo .
  - d. Undo .
- \_\_\_\_\_ 12. To correct a misspelled word
  - a. click Redo  on the Quick Access Toolbar.
  - b. right-click the word, select Ignore Once from the menu, and then retype the word.
  - c. right-click the word and then select the correct spelling from the menu.
  - d. right-click the word and select Correct Spelling.
- \_\_\_\_\_ 13. To select an entire sentence,
  - a. triple-click any word in the sentence.
  - b. double-click any word in the sentence.
  - c. press Ctrl and click anywhere in the sentence.
  - d. press Shift and click anywhere in the sentence.

- \_\_\_\_\_ 14. Moving selected text using Home → Cut and Home → Paste
- a. cuts the selected text and pastes it in at least two new locations.
  - b. leaves the selected text and pastes a copy at the end of the document.
  - c. has the same results as using Home → Copy and Home → Paste.
  - d. cuts the selected text and pastes a copy into another place in the document.
- \_\_\_\_\_ 15. Select text and then click Home → Copy to
- a. place a copy of the selected text on the Clipboard.
  - b. place a copy of the selected text at the insertion point.
  - c. delete the selected text.
  - d. display a dialog box asking how many copies to place at the insertion point.
- \_\_\_\_\_ 16. The first step in duplicating text is to
- a. click Home → Paste.
  - b. delete the text.
  - c. select the text to be duplicated.
  - d. click Home → Cut.
- \_\_\_\_\_ 17. A paragraph that is left aligned
- a. is positioned equally distant from the left and right sides of the page.
  - b. has a jagged left edge and a straight right edge.
  - c. has straight edges at both sides of the paragraph.
  - d. has a straight left edge and a jagged right edge.
- \_\_\_\_\_ 18. A paragraph that is right aligned
- a. is positioned equally distant from the left and right sides of the page.
  - b. has a jagged left edge and a straight right edge.
  - c. has straight edges at both sides of the paragraph.
  - d. has a straight left edge and a jagged right edge.
- \_\_\_\_\_ 19. In Word, the thesaurus can be used to
- a. create a new document with alternate words.
  - b. check the grammar of a selected phrase.
  - c. display a list of synonyms for a selected word.
  - d. check the spelling of a selected word.
- \_\_\_\_\_ 20. A synonym for *sleep* is
- a. alert.
  - b. aware.
  - c. nap.
  - d. slope.