Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Answer the following Multiple and Gap Filled Questions**.

1. Cut, copy and paste are useful functions for duplicating or moving text from one point to another in a

 same document or new document. What other types of content can be cut, copied and pasted?

a) Images

b) Tables

c) Shapes

d) All the above options

2. While using Microsoft Word the “delete” key will:

a) Erase the character (letter, number, or symbol) to the left of the cursor.

b) Insert a character to the left of the cursor.

c) Erase the character to the right of the cursor.

d) Activate the “Spell Checker” and delete the current word.

3. Which key moves the cursor to the beginning of the next line of text?

a) Shift

b) Tab

c) Enter

d) Backspace/Delete

4. To create a capital letter, you must use which special key simultaneously with the letter key?

a) Enter

b) Esc

c) Tab

d) Shift

5. A word processor such as what you have been introduced in this lesson, is most likely to do:

a) Keep an account of money spent

b) Do a computer search in a media library center

c) Maintain an inventory

d) Type a biography

6. The long key on a keyboard which is used when you want to separate one word from another when

 writing, is called the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

7. A key that is used to remove a letter/space which is in front of the cursor on the screen, is called

 the    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

8. A key that when pressed and held down will write letters in **UPPER-CASE/CAPITALS**, is called the

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

9. A key that is used to move to a new line when writing in a document is called the \_\_\_\_\_\_\_\_\_\_\_.

10. A key that is used to remove a letter/space which is behind the cursor on the screen, is called the

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.