

Computer and Word-processing Skills Quiz

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 _____.