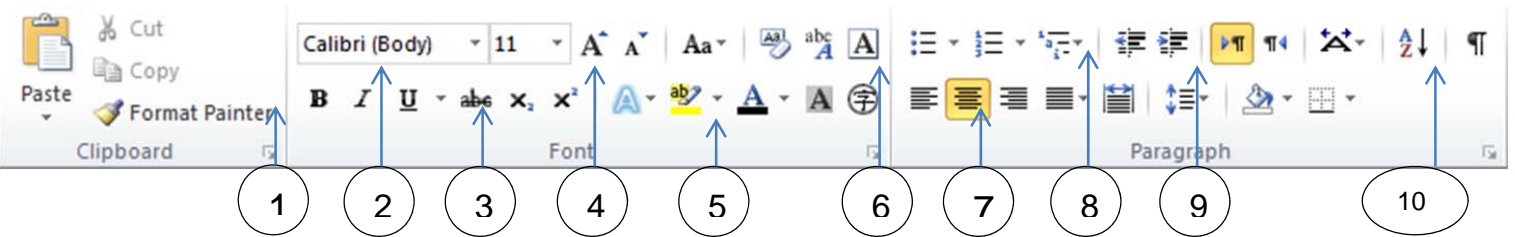


Assignment 1



A. From the previous figure select the appropriate number to complete the next sentences:

1. is used to create small letter below the text baseline.
2. is used to decrease the font size.
3. is used to create a bullets list.
4. is used to show paragraph marks and other hidden formatting symbols.
5. is used to change the text color.
6. is used to align text to the right.
7. is used to set the direction of the text to be displayed from left to right.
8. is used to make the selected text bold.
9. is used to change the font face.
10. is used to decrease the indent level of the paragraph.

B. Circle the correct answer:

1. The has multiple tabs contains all of the commands you'll need to do common tasks. [**Ribbon, backstage view, quick access toolbar**]
2. gives you various options for saving, opening file, printing, or sharing your document [**quick access toolbar, backstage view, ribbon**]
3. The Is located at the top and the left of your document and makes it easier to adjust your document with precision. [**Align left, Ruler, Riboon**]
4. If you've opened a file recently, you can also access it from the Documents. [**Opend, Recent, Hidden**]
5. In Office 2010, when you open files created in earlier versions such as word 2003, they will appear in a mode. [**Clear, Compatibility, White and Black**]

C. True [T] or False [F]:

1. You can customize the Ribbon by creating your tab. []
2. It's not possible to minimize the Ribbon, even it's talking up to much screen space. []
3. You can hide the Ruler to free up more screen space. []
4. Office 2010 can't open files created in Office 2003. []
5. In Word 2010 if you opened a document created in word 2003, Compatibility mode enable all features. []
6. In Word 2010 it is not possible to save the file as a word 2003 document. []

D. Using Word 2010, create your own CV such that it must contains, short biography, a picture, and basic information and experiences.