

Assignment 2

A. Circle the correct answer:

1. If you've opened a file recently, you can also access it from the **[home tab, start menu, recent documents]**
2. In word 2010, there are three options for paste: keep source formatting, merge formatting, and **[Keep text only, keep formatting only, color text]**
3. In MS-Word there are two styles of page orientation: Portrait, and **[landscape, horizontal, vertical]**
4. To correct spelling and grammar mistakes in specific language (e.g. Arabic) you need first to install Arabic tool. **[converting, proofing , printing]**
5. In Word 2010, you can use tabs and to move a single line or a whole paragraph. **[indents, spaces, align left]**

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

1. It's not possible to replace text by another for the whole document in Word 2010. []
2. In Word 2010, you can drag and drop a selected text. []
3. Using Word 2010, you can save your file in Word 2003 document format. []
4. To print a document, it's better first to save as PDF file to protect the document layout and format. []
5. In Word 2010, you can't customize the page size or modify the page layout. []
6. In Word 2010 it is not possible to save the file as a word 2003 document. []
7. By default, Word automatically checks your document for spelling and grammar errors. []
8. In Word 2010 the Print Preview option combined with the Print window. []

C. If you have large contents and you supposed to adjust in a single word document, what would you do to solve this problem?

D. In Word 2010, if you want to increase the distances between lines, would you press Enter to create empty lines?. Explain your answer with suggestions.