



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

1. ...3.. is used to create small letter below the text baseline.
2. ...12.. is used to show paragraph marks and other hidden formatting symbols.
3. ...6.. is used to change the text color.
4. ...11.. is used to set the direction of the text to be displayed from left to right.
5. ...2.. is used to change the font face.

B. True (T) or False (F):

1. Backstage view gives you various options for saving, opening file, printing, or sharing your document. [T]
2. You cannot customize the Ribbon and create your own tab. [F]
3. The processor is the computer's main circuit board. [F]
4. In Word 2010 it is not possible to save the file as a word 2003 document. [F]
5. It's not possible to replace text by another for the whole document in Word 2010. [F]

C. Circle the correct answer:

1. 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** - Ribbon]
2. 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]
3. To correct spelling and grammar mistakes in specific language (e.g. Arabic) you need first to install Arabic tool. [converting - **proofing** - printing]
4. To print a document, it's better first to save as file to protect the document layout and format. [PPT – **PDF** - IBM]
5. In MS Word there are two styles of page orientation: Portrait, and [**landscape** – horizontal - vertical]

D. List the main components of the user interface in MS Word 2010. (At least three components).

Ribbon, Backstage view, Ruler, Navigation panel, and Quick access toolbar