

Windows 10 Fundamentals –Week 5 Quiz

Please write the letter of the best answer to the following questions.

1) What MS Application Tab shows the file options? _____

- a) The Home Tab.
- b) The Insert Tab.
- c) The File Tab.
- d) There is no such button.

2) What is the name of the banner that shows the tool buttons? _____

- a) The Menu Options.
- b) The Status Bar.
- c) The Ribbon.
- d) The Home Tab.

3) What Ribbon Groups are present in all MS Applications? _____

- a) The Styles Group.
- b) The Clipboard Group.
- c) The Font Group.
- d) Answers B and C.

4) Where is the “Undo” tool button located? _____

- a) In the Clipboard group.
- b) In the File Tab menu.
- c) In the Edit Group.
- d) In the Quick Access Toolbar.

5) What does the “Enter” key do when entering text into Word? _____

- a) It ends the paragraph and inserts a new paragraph below it.
- b) It ends the sentence and moves to the next sentence.
- c) It enters the data into the computer.
- d) It capitalizes the first word of the sentence.

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6) What MS Application is best used to create a newsletter? _____

- a) MS PowerPoint.
- b) MS Excel.
- c) MS Internet Explorer.
- d) MS Word.

7) What MS Application is best used to track your budget? _____

- a) MS Word.
- b) MS Excel.
- c) MS Internet Explorer.
- d) MS Word.

8) Which MS Application allows you to enter text? _____

- a) None of the MS Applications.
- b) MS Word.
- c) MS PowerPoint.
- d) All of the MS Office Applications.

9) How does the file name tell Windows what Application to use? _____

- a) By the application you open from the Start menu.
- b) From the size of the File.
- c) From the file type associated with the file name.
- d) From the file folder.

10) What is the benefit of using a Suite of applications? _____

- a) The combined costs are less than purchasing each application separately.
- b) The tools behave consistently across each product.
- c) The consistent user interface minimizes the learning curve.
- d) All of the above.