Computer Literacy Module - 4

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1} Which menu will allow me to undo a mistake I made?

   A) **Edit menu**   B) Window menu   C) Format menu   D) Help menu

2} What is the first step when you want to change the format of text?

   A) Rename it   B) **Highlight it**   C) Erase it   D) Type your answer again

3} Which application would I use to type a letter to my teacher?

   A) Spreadsheet   B) **Word processing**   C) Internet

4} How do you know a word is a link on a website?

   A) It tuns green   B) **It turns into a hand**   C) It smiles

5} What is the name of the bar which contains the name of your document?

   A) Menu bar   B) Toolbar   C) Dock   D) **Title bar**

6} Organizing and saving files to the correct place on a computer is called ..

   A) Drag and drop   B) Copy and paste   C) **File management**

7} What is the name of the toolbar which contains the line tool?

   A) Menu bar   B) **Drawing toolbar**   C) Standard toolbar   D) Title bar
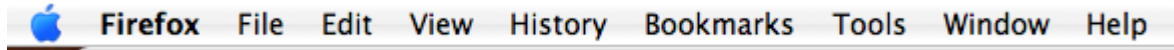
8} Which menu could you use to search for directions on how to complete a task on the computer?

    A) **Help menu**   B) Edit menu   C) File menu   D) Window menu

9} What is the name of the gray bar which runs across the top of every application?

    A) Title bar   B) **Menu bar**   C) Toolbar   D) Drawing bar

10} If you cannot "see" a toolbar, which menu will help you see what is missing?

    A) **View menu**   B) Menu bar   C) Title bar   D) Edit menu

11} Which menu will help you change the way something looks?

    A) Edit menu   B) Window menu C) **Format menu**   D) Tools menu

12} Which extension would give you a graphic that is on a transparent background?

    A) .jpg   B) **.png**   C) .gif   D) .xls

13} Which application would I use to create a graph of my data?

    A) **Spreadsheet**   B) Word processing   C) Internet

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