

University of Massachusetts Boston
College of Management
MSIS 110: Introduction to Computers (Instructor: S. Mathiyalakan)
Introduction to Computers, Word Q & A

True/False

Indicate whether the sentence or statement is true or false.

- ___ 1. A user interface is the combination of hardware and software that allows users to communicate with and control the computer.
- ___ 2. To double-click, press and release the left and right mouse buttons simultaneously.
- ___ 3. A presentation graphics program is an application program that allows you to search for and display Web pages.
- ___ 4. Windows 2000 provides only one way to accomplish a particular task.
- ___ 5. When Windows Explorer is started by right-clicking the My Computer icon and then clicking the Explore command on the shortcut menu, Windows 2000 opens the Local Disk [C: window.

Multiple Choice

Identify the letter of the choice that best completes the statement or answers the question.

- ___ 6. The _____, a hardware device associated with a user interface, displays messages and provides information.
 - a. monitor
 - b. keyboard
 - c. mouse
 - d. all of the above
- ___ 7. _____, one of the icons on the Windows 2000 desktop, can be used to discard unneeded objects.
 - a. My Documents
 - b. Recycle Bin
 - c. My Computer
 - d. Network Neighborhood
- ___ 8. The _____ on the taskbar allows a program to be launched quickly, a document to be found or opened, the computer's settings to be changed, the computer to be shut down, and many more tasks to be performed.
 - a. Start button
 - b. taskbar button area
 - c. Quick Launch toolbar
 - d. tray status area
- ___ 9. _____ means press and release the primary mouse button.
 - a. Point
 - b. Click
 - c. Drag
 - d. Double-click
- ___ 10. A(n) _____ program is a program that allows you to accomplish the specific task, or tasks, for which that program is designed.
 - a. Web browser
 - b. application
 - c. word processing
 - d. presentation graphics
- ___ 11. Microsoft Word is a(n) _____.
 - a. area in the computer's main memory in which Microsoft Office text files are

- stored temporarily
- b. program included with Windows 95 that can be used only to create or edit text files, smaller than 64K, that do not require formatting
 - c. classified password that prevents unauthorized users from accessing a protected Microsoft Office item or document
 - d. full-featured word processing program that can be used to create and revise professional looking documents efficiently and economically
- ___ 12. The _____, or typeface, defines the appearance and shape of letters, numbers, and special characters.
- a. font
 - b. font size
 - c. point
 - d. paragraph formatting
- ___ 13. The paragraph mark (¶) is a formatting mark that indicates where the _____ was pressed.
- a. TAB key
 - b. SPACEBAR
 - c. ENTER key
 - d. SHIFT key
- ___ 14. _____ is the process of changing the way letters, numbers, punctuation marks, and symbols appear on the screen and in print.
- a. Document formatting
 - b. Character formatting
 - c. Paragraph formatting
 - d. Object formatting
- ___ 15. In Word, the default alignment for paragraphs is _____.
- a. left-aligned, or flush margins at the left edge and jagged edges at the right edge
 - b. centered, or equidistant from both the left edge and the right edge
 - c. right-aligned, or flush margins at the right edge and jagged edges at the left edge
 - d. justified, or flush margins at both the left and right edges

Completion

Complete each sentence or statement.

16. A(n) _____ is a short on-screen note associated with the object to which a user is pointing.
17. The _____ displays text, tables, graphics, and other items as they are typed or inserted into a document.
18. To increase or decrease the size of the displayed characters to a point where both the left and right margins are at the edges of the document window, use the _____ command.
19. In Word, the preset or _____ font is Times New Roman.
20. A(n) _____ is a character that displays on the screen but is not visible on a printed document.