People's Democratic Republic of Algeria
Ministry of Higher Education and Scientific Research
University of Oum-El-Bouaghi – Larbi Ben M'Hidi

Faculty of Letters and languages   First/ Last Name: ……………………………………………………………………………

English Language Department   Group: …………………………………….

Module: ICTE   January 19th, 2025

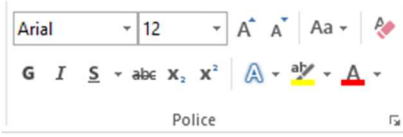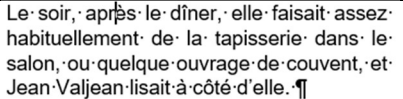License 3rd Year, Semester S6

First Term Exam

Write the letter(s) corresponding to the correct answer(s) in the Answers box. Within the same question, one incorrect answer cancels out a correct one.

Questions	Answers
1) In the Font part of the ribbon that the icon allows **G** ? a) Make text bold b) Italicize the text c) Underline text 	A
2) Microsoft word is _____ software. a) Application. b) Compiler c) System d) Programming	A
3) Which is not an edition of MS Word? a) MS Word 2003 b) MS Word 2007 c) MS Word 2010 d) MS Word 2014	D
4) What is the alignment of this paragraph? a) Align Right c) Justify b) Center d) Align Left Le·soir,·après·le·dîner,·elle·faisait·assez· habituellement· de· la· tapisserie· dans· le· salon,·ou·quelque·ouvrage·de·couvent,·et· Jean·Valjean·lisait·à·côté·d'elle.·¶	C
5) How is called the toolbar with various commands? a) Headband b) Tape c) The scarf d) Ribbon	D
6) Which is not in MS Word? a) Italic. b) Magic tool. c) Font d) Bold	B
7) Which bar shows the current position as far as the text goes? a) Title bar b) Menu bar c) Scroll bar d) Status bar	D
8) A paragraph aligned at the same time left and right is said? a) This type of alignment is not possible c) Justified e) Right aligned b) Center aligned d) Left aligned	C
9) _____ cannot be used to work in MS Office. a) Joystick. b) Scanner. c) Light Pen d) Mouse	A
10) To modify the margins of a page you must use the tab a) HOME (ACCUEIL) c) INSERT (INSERTION) b) DESIGN (CREATION) d) PAGE LAYOUT (MISE EN PAGE)	D
11) The name of a word document displays in _____. a) Ribbon b) Title bar c) Status bar d) Home tab	B
12) The ___ works with the standard Copy and Paste commands. a) View tab b) Paragraph dialog box c) Office Clipboard d) All of these	C
13) To insert a page breaks you must use the tab a) HOME (ACCUEIL) c) INSERT (INSERTION) b) DESIGN (CREATION) d) PAGE LAYOUT (MISE EN PAGE)	C/D
14) How many types of page orientations are there in Word? a) 1 b) 4 c) 2 d) 3	C
15) What is the blank space outside the printing area on a page? a) Clipart. b) Margins. c) Header d) Footer	B
16) What types of page/paper orientations are possible? a) Portrait b) Silhouette c) Table (Tableau) d) Landscape	A D
17) What keyboard shortcut cuts text? (Paysage) a) Ctrl-B c) Ctrl-A e) Ctrl-Enter b) Ctrl-X d) Ctrl-D f) Alt-Tab	B
18) What keyboard shortcut allows you to copy text? a) Ctrl-X b) Ctrl-V c) Ctrl-A d) Ctrl-C	D
19) The keyboard shortcut Ctrl-A allows you to a) Undo last action b) Select entire document c) Copy Text d) Past Text	B
20) What keyboard shortcut allows you to paste text? a) Ctrl-C b) Ctrl-A c) Ctrl-X d) Ctrl-V	D
21) The Ctrl-Z shortcut key allows you to a) Save the document b) Select a paragraph c) Select entire document d) Undo last action	D
22) Which of the following are examples of page orientation? a) Landscape. b) Subscript c) Superscript d) Portrait	A D

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23) When does Word underline a word in blue? a) there is a grammar mistake b) the word is rude c) the word is too long d) the word is misspelled		**A**
24) Formatting is performed on a) Text. b) Table c) Menu d) Both (a) and (b)		**D**

25) To modify the size of a page you must use the tab
    a) MAILING (PUBLIPOSTAGE)   c) REFERENCES   e) HOME (ACCUEIL)
    b) INSERT (INSERTION)   d) PAGE LAYOUT (MISE EN PAGE)   f) DESIGN (CREATION)
		D

26) How many columns can you define on a page?
    a) It depends on the width of the page   c) 2 at most
    b) As much as we want   d) From 1 to 12
		A

27) What is the use of non-printing characters in text?
    a) View character attributes   c) Decorate the document
    b) View formatting   d) View layout
	Le· soir,· après· le· dîner,· elle· faisait· assez· habituellement· de· la· tapisserie· dans· le· salon,·ou·quelque·ouvrage·de·couvent,·et· Jean·Valjean·lisait·à·côté·d'elle.·¶	**B**

28) Which of the following software is used for making a resume? a) MS Excel. b) MS Word. c) MS Access d) MS Power Point		**B**

29) A word processor would most likely be used to
    a) Keep an account of money spent.   c) Maintain an inventory
    b) Do a computer search in media center.   d) Type a biography
		D

30) What is gutter (reliure) margin?
    a) Margin added to the left margin when printing   c) Margin added to the binding side of the page when printing
    b) Margin added to the right margin when printing   d) Margin added to the outside of the page when printing
		C

31) Which can be used for quick access to commonly used commands and tools? a) Status bar. b) Toolbar. c) Menu bar d) Title bar		**B**
32) Which bar shows the current position as far as the text goes? a) Title bar. b) Menu bar c) Scroll bar d) Status bar		**D**
33) The name of a word document displays in _____. a) Ribbon. b) Status bar c) Title bar. d) Home tab		**C**
34) Which of the following are word processing software? a) Writer. b) MS Word c) Wordpad. d) All of above		**D**
35) Which file starts with MS Word? a) Winword.exe. b) Msword.exe c) Word.exe. d) Word356.exe		**A**
36) In MS Word, a character that is raised and is smaller above the baseline is known as: a) Outlined. b) Superscript c) Raised d) Subscript		**B**
37) _____ is not a part of a MS Word document. a) Quick access toolbar b) Home panel c) Start Menu button. d) View option		**C**
38) When should we use a section break? **Create different Headers/Footers , page size, Layout in the same file**		
39) What are the conditions to considerate to be able to generate an automatic table of contents? Use one of the automatic Table templates. **Use Styles for Titles (Heading 1, Heading 2 , etc.)**		