



## Homework – Word Processor Functions

### ICAITU006B Operate Computing Packages

1. What are these fonts?

- a. abcdefg ABCDEFG \_\_\_\_\_
- b. abcdefg ABCDEFG \_\_\_\_\_
- c. abcdefg ABCDEFG \_\_\_\_\_
- d. abcdefg ABCDEFG \_\_\_\_\_

2. What **style** has been applied to the following words?

- a. **Apple** \_\_\_\_\_
- b. *Running* \_\_\_\_\_
- c. Alphabet \_\_\_\_\_
- d. BILLY \_\_\_\_\_
- e. Traffic \_\_\_\_\_

3. The word "technology" has been written in 8, 16, 12 and 24 point fonts. Which is which?

- a. **technology** \_\_\_\_\_
- b. technology \_\_\_\_\_
- c. technology \_\_\_\_\_
- d. technology \_\_\_\_\_

4. Draw the button that should be used to do the following? (Make your button drawing as realistic as possible.)

- |                       |                          |                       |                          |
|-----------------------|--------------------------|-----------------------|--------------------------|
| a. Centre text        | <input type="checkbox"/> | f. Bullet points      | <input type="checkbox"/> |
| b. Copy text          | <input type="checkbox"/> | g. Create a table     | <input type="checkbox"/> |
| c. Undo a mistake     | <input type="checkbox"/> | h. Paste              | <input type="checkbox"/> |
| d. Right justify text | <input type="checkbox"/> | i. Change text colour | <input type="checkbox"/> |
| e. Italic text        | <input type="checkbox"/> | j. Paragraph border   | <input type="checkbox"/> |



5. What term is used to describe the word "out" in the following examples?

- a. White<sup>out</sup> \_\_\_\_\_
- b. Put<sub>out</sub> \_\_\_\_\_
- c. Your ~~RXW~~ \_\_\_\_\_
- d. Get ~~out~~ \_\_\_\_\_



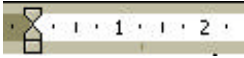
6. What **menus** would you access to create the above text effects?

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7. What margin settings would create the following layout?

- a. 
- b. 
- c. 

Layout:            Point 1:        The following details should be addressed in order for the report to be accepted. Currently there is no evidence to support your claim.

8. Under which **menu** would you find the following choices?

- a. Tab... \_\_\_\_\_
- b. Word count \_\_\_\_\_
- c. Print Layout \_\_\_\_\_
- d. Repeat (the last instruction) \_\_\_\_\_
- e. Options... \_\_\_\_\_
- f. Paragraph \_\_\_\_\_
- g. Page Setup \_\_\_\_\_
- h. Print \_\_\_\_\_
- i. Replace... \_\_\_\_\_
- j. Hide Office Assistant \_\_\_\_\_