



Note: Answer all questions

Final exam
2024- 2025

Max. Mark: 10 %

B

Q1\ Answer the following questions by true or false.

(5 marks)

- 1- Microsoft PowerPoint is a presentation program software.
- 2- **SAVE AS** use it to save the update on the same file.
- 3- Microsoft Word is a spreadsheet software that allows users to create and manage numerical data.
- 4- **Insert tab >> picture** used to edit an image in the document.
- 5- We can change the style of the text in Microsoft Word, by select **Insert >> Styles**.

Q2\ (MCQ) choose one answer out of four options?

(5 marks)

1- It's used to adjust the spacing between paragraphs and text in the document.

- A) layout tab >> line and paragraph spacing.
C) home tab >> paragraph >> indent.

- B) layout tab >> paragraph >> indent.
D) Home tab >> paragraph >> line and paragraph spacing.

2- to edit an image in my document?

- A) home tab >> image.
C) insert tab >> images.

- B) insert tab >> picture.
D) insert tab >> shapes >> icons.

3- we use to change the orientation of the document

- A) layout tab >> orientation >> size.
C) layout tab >> orientation. >> columns.

- B) layout tab >> orientation.
D) layout tab >> breaks >> page.

4- If we want to add a page numbers to the document?

- A) layout tab >> Margins.
C) insert tab >> page Number.

- B) layout tab >> columns.
D) home tab >> page Number.

5- We select it to Insert a table in the document.

- A) insert tab >> table.
C) home >> table.
- B) layout >> size.
D) insert tab >> pictures.