AL-Mustaqbal University College of Engineering and Technology Department of Medical Instrumentation Techniques Engineering

Engineering

Note: Answer all questions

Final exam
2024- 2025

Subject: Computer Applications Lecturer: M.Sc. Dheyauldain F. Sahib

Time: 1 hr. Stage: 2

Date:29 \ 10 \2024

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.

B) layout tab >> paragraph >> indent.

C) home tab >> paragraph >> indent.

D) Home tab >> paragraph >> line and

paragraph spacing.

- 2- to edit an image in my document?
- A) home tab >> image.

B) insert tab >> picture.

C) insert tab >> images.

- D) insert tab >> shapes >> icons.
- 3- we use to change the orientation of the document
- A) layout tab >> orientation >> size.

B) layout tab >> orientation.

C) layout tab >> orientation. >> columns.

- D) layout tab >> breaks >> page.
- **4-** If we want to add a page numbers to the document?
- A) layout tab >> Margins.

B) layout tab >> columns.

C) insert tab >> page Number.

- D) home tab >> page Number.
- 5- We select it to Insert a table in the document.
- A) insert tab >> table.
- B) layout >> size.

C) home >> table.

D) insert tab >> pictures.

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