



Note: Answer all questions

Final exam
2024- 2025

Max. Mark: 10 %

C

Q1\ (MCQ) choose one answer out of four options?

(5 marks)

1- 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.

2- 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.

3- You can insert images by going to the tab and clicking on tool.

A) home tab >> image.

B) insert tab >> picture.

C) insert tab >> images.

D) insert tab >> shapes >> icons.

4- How do we create a header or footer that appears only on the first page of the document?

A) insert tab >> header & footer.

B) insert tab >> header & footer >> edit header.

C) insert tab >> header & footer >> different first page.

D) insert tab >> header & footer >> edit footer.

5- To open a document in Microsoft Word, click on the Tab and select

A) File tab >> open.

B) Home tab >> open document.

C) Layout tab >> open.

D) File tab >> save As.

Q2\ Answer the following questions by true or false.

(5 marks)

1- We can change the style of the text in Microsoft Word, by select **Insert >> Styles**.

2- Microsoft Word is a spreadsheet software that allows users to create and manage numerical data.

3- Microsoft PowerPoint is primarily used for gaming and entertainment purposes.

4- We use **SAVE** to save the file in new location and new name.

5- **SAVE AS** use it to save the update on the same file.