



Note: Answer all questions

Final exam  
2024- 2025

Max. Mark: 10 %

A

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

**(5 marks)**

1- ..... To adjust the Margins of the word page

- A) home tab >> Margins. B) layout tab >> Margins.  
C) Insert tab >> header & Footer. D) File tab >> Margins.

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

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

3- 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.

4- ..... to edit an image in my document?

- A) home tab >> image. B) insert tab >> picture.  
C) insert tab >> images. D) insert tab >> shapes >> icons.

5- How do we insert a page break in the document?

- A) layout tab >> break >> page. B) insert tab >> blank page break.  
C) layout tab >> breaks >> column. D) layout tab >> breaks >> document.

**Q2: Answer the following questions by true or false.**

**(5 marks)**

1- We can select **New** from the **File tab** to create a new document.

2- we can change the font for any text in Microsoft Word by select **Home tab >> font**.

3- Microsoft Office is so important in everyday life because it's provided a collection of tools for creating and managing documents, spreadsheets, and presentations.

4- Microsoft PowerPoint is a word processing software that allows users to create and edit documents.

5- Microsoft Excel is a web development tool that allows users to create and manage websites.