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

Note: Answer all questions



Subject: Computer Applications

Lecturer: M.Sc. Dheyauldain F. Sahib

Time: 1 hr. Stage: 2

Date:29 \ 10 \2024

Final exam 2024- 2025

Max. Mark: 10 %

A

Q1 :(MCQ) choose one answer out of four options?		
1 To adjust the Marg	ins of the word page	
A) home tab >> Margins.C) Insert tab >> header & Footer.	B) layout tab >> Margins.D) File tab >> Margins.	
2 We select it to Insert a table in the document.		
A) insert tab >> table.C) home >> table.	B) layout >> size.D) insert tab >> pictures.	
3- It's used to adjust the spacing bet	ween paragraphs and text i	n 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.		
4 to edit an image in my do	ocument?	
A) home tab >> image.C) insert tab >> images.		B) insert tab >> picture. D) insert tab >> shapes >> icons.
5- How do we insert a page break in	the document?	
A) layout tab >> break >> page.C) layout tab >> breaks >> column.	D) la	B) insert tab >> blank page break. yout tab >> breaks >> document.
Q2: Answer the following questions by true or false. (5 marks)		
1. We can called New from the File tab to greate a new decument		

- 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.

رئيس القسم أ.د. بيان مهدي صبار

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