

## Methodological tool: <Advanced word>

Number of methodological Tool	<b>EUPANEXT_LO_ 111 _M_001</b>
Work Area Code and Title	<b>9 ICT SKILLS</b>
Unit Code and Title	<b>4.8 USE WORD PROCESSING SOFTWARE TO PRODUCE NON-ROUTINE HIGH QUALITY AND ATTRACTIVE DOCUMENTS</b>
Learning Outcome Number and Title	<b>LO111 Demonstrate Skills in using word processing techniques at an advanced level to produce high quality and attractive documents to agreed specifications using available design and production resources. Take some responsibility for the evaluation of the result</b>
Objective of the methodological tool	After the completion of this activity, participants will be able to: <ol style="list-style-type: none"> <li>word processing techniques at an advanced level</li> <li>produce high quality and attractive documents to agreed specifications using available design and production resources</li> </ol>
Approximate Time needed for the completion of this exercise	10 min.
Individual or group exercise	<input checked="" type="checkbox"/> Individual <input type="checkbox"/> Group
Type of methodological tool	<input type="checkbox"/> Written exercise <input type="checkbox"/> Group exercise <input type="checkbox"/> Video analysis <input type="checkbox"/> Simulation <input checked="" type="checkbox"/> Multiple choice <input type="checkbox"/> Group exercise with cards <input type="checkbox"/> Exercise using ICT <input type="checkbox"/> Role play <input type="checkbox"/> Group discussion <input type="checkbox"/> Case study <input type="checkbox"/> Creative Group Work
Description of the exercise	Choose the right answer from the multiple choices.
Exercise is accompanied by	
Exercise solution	It is underlined
Other comments to the trainer	

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## Multiple Choice Test

**Q1. In which view Headers and Footers are visible**

- A. Normal View
- B. Page Layout View
- C. Print Layout View
- D. Draft View

**Q2. The space left between the margin and the start of a paragraph is called**

- A. Spacing
- B. Gutter
- C. Indentation
- D. Alignment

**Q3. Text-styling feature of MS word is**

- A. WordColor
- B. WordFont
- C. WordArt
- D. WordFill

**Q4. Which items are placed at the end of a document**

- A. Footer
- B. Foot Note
- C. End Note
- D. Header

**Q5. A number of letter that appears little above the normal text is called :**

- A. Superscript
- B. Subscript
- C. Supertext
- D. Toptext

**Q6. A number of letter that appears little below the normal text is called :**

- A. Superscript

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- B.Subscript
- C.Supertext
- D.Toptext

**Q7.We can insert a page number at**

- A.Header
- B.Footer
- C.Both A and B
- D.None

**Q8.Which feature starts a new line whenever a word or sentence reached a border**

- A.Text Line
- B.New Line
- C.Text Wrapping
- D.Text Align

**Q9.We can remove / hide border of a shape by selecting ↕**

- A.No Line
- B.No Outline
- C.White Line
- D.No Border

**Q12.We can change the thickness of a line from \_\_\_\_**

- A.Line width
- B.Line Height
- C.Line Thick
- D.Line Style

**Q13.What item contains detailed information about something in the text ?**

- A.Footer
- B.Foot Note
- C.Header
- D.Head Note



**Q14. Which item is printed at the bottom of each page**

- A. Header
- B. Foot Note
- C. Title
- D. Footer

**Q15. Where footnotes appear in a document**

- A. End of document
- B. Bottom of a Page
- C. End of Heading
- D. None

