

نموذج اختبار

# Word 2010



شيرين المصري

بناء على طلب العديد من الدارسين قررت رفع نماذج امتحانات الرخصة الدولية لقيادة الحاسب بنموذج الاجابة و لعل هذا الملف الخاص بموديول برنامج وورد ٢٠١٠ و الذى يحتوي على ترجمة الاسئلة و اجاباتها. لتحميل الامتحان و محاولة اجابته يمكنك الضغط على الرابط التالي:

<http://www.mediafire.com/download/6boe73ajzlp1i49/ICDL5+Word+2010.rar>

و بفتح الامتحان تجد انه شيء يمانل بينة العمل الاساسية ففى صفحة البداية ستجد الشكل التالي:



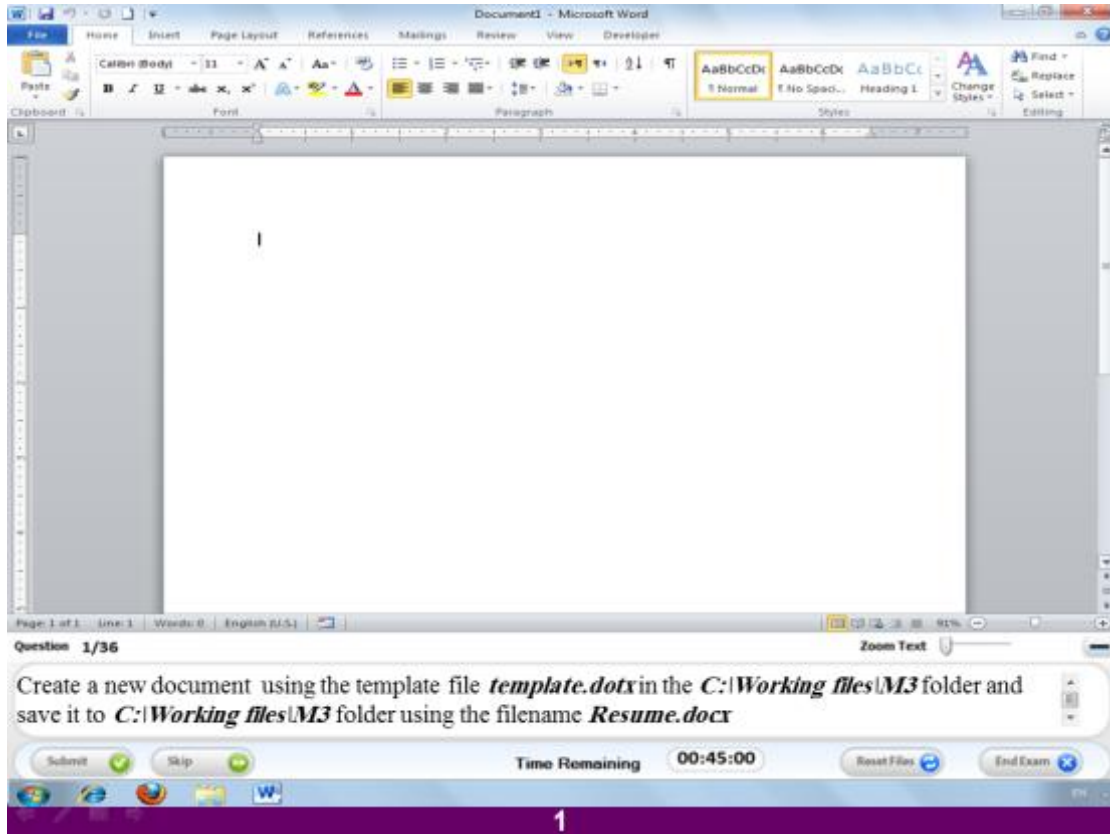
فى النافذة السابقة من اسفل الجهة اليسرى يوجد اسهم للانتقال للسؤال السابق او اللاحق و يوجد مستطيل ابيض بالضغط عليه تظهر جملة الذهاب الى و بالضغط عليها تظهر ارقام الشرائح و للذهاب مثلا الى السؤال الاول تضغط على الرقم ٢ حيث ان الشريحة الاولى مجرد غلاف و لعرض جميع ارقام الشرائح الموجود تضغط على السهم الصغير الموجود بنهاية ارقام الشرائح و تختار الامر الاخير و هو الذى يعرض لك كل الشرائح لتختار منها ما تشاء، يحتوي الاختبار على ٨٦ سؤال تؤهلك للاجادة التامة للتعامل مع برنامج الورد.

للمزيد من الاختبارات و الشروحات يمكنك زيارة صفحتنا على الفيسبوك على الرابط التالي:

<https://www.facebook.com/ShereenElmasry26>

يا سيدي لا تخف من المجهول، فقد يكون درباً رائعاً لم يسلكه الكثيرون!!  
شيرين المصري

## السؤال الاول:

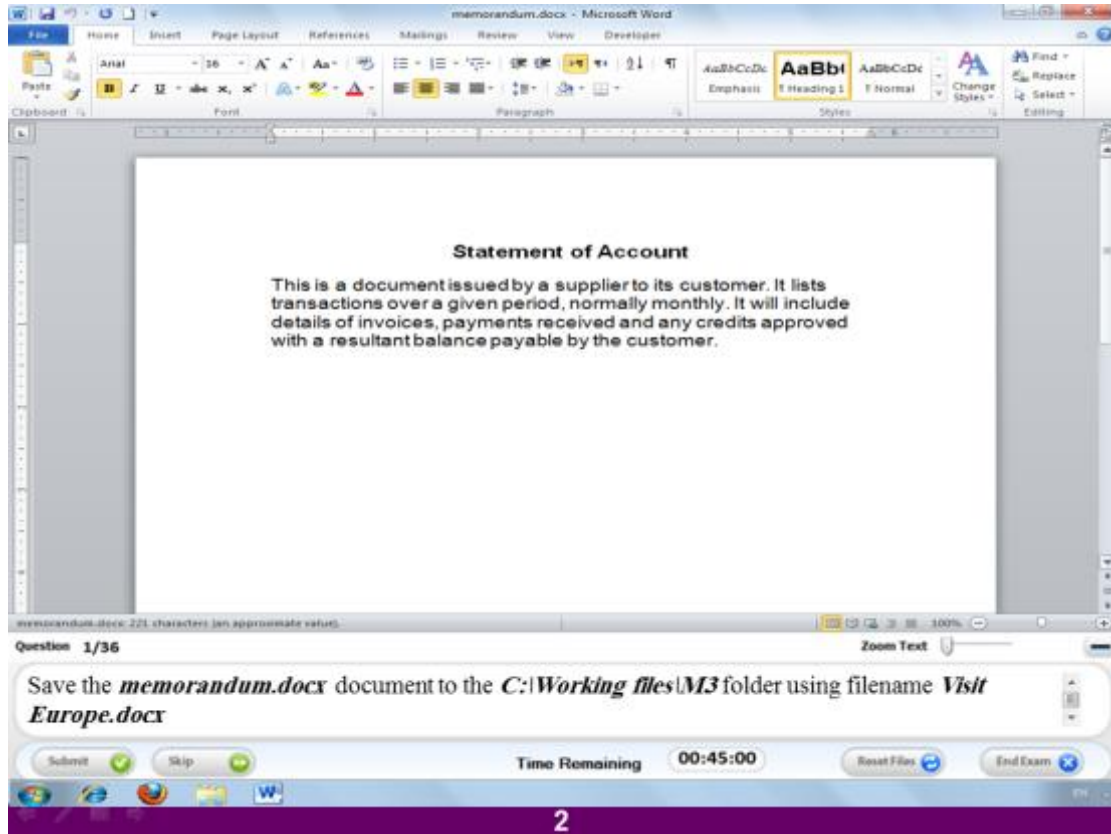


قم بعمل ملف جديد مستخدماً النموذج المحفوظ سابقاً من النماذج الجاهزة و المسمى `template.dots` علماً بأنه محفوظ في المسار `C:\working files\m3` ثم احفظ الملف في نفس مسار الحفظ باسم `resume.docx`

### الاجابة

قم بالضغط على التبويب المسمى `File` و منه اختر الامر `New` ثم اختر `Create from New from existing` يفتح لك محتويات الجهاز اضغط على `البارتشن C` و منه افتح المجلد المسمى `Working files` ثم افتح المجلد المسمى `m3` و اختر الملف المسمى `template.dots` ثم اضغط على الامر `Create` و بذلك تكون فتحت الملف و لحفظه اضغط على التبويب `File` ثم اختر الامر `Save as` و اكتب مكان الاسم `Resume` ثم اترك نوع الملف كما هو بالوضع الافتراضى و اضغط `save`

## السؤال رقم ٢



2

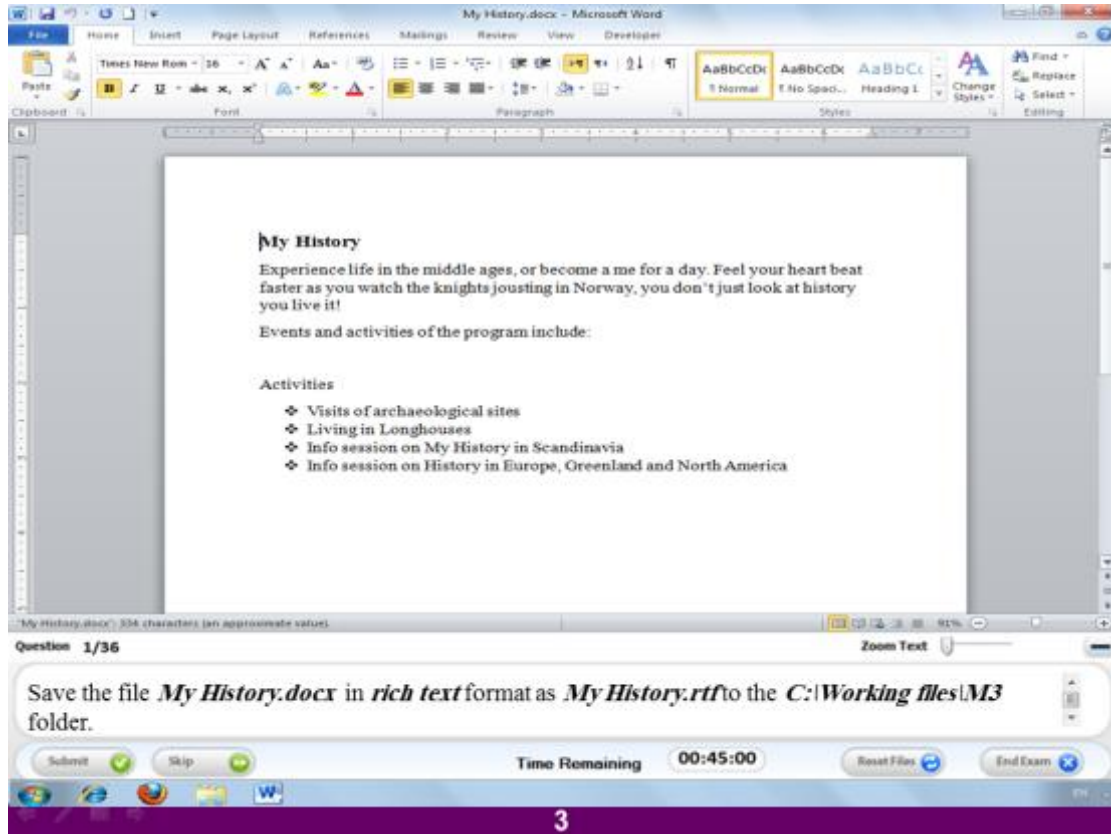
احفظ الملف المسمى memorandum.docx في المسار C:\working files\m3 مستخدماً الاسم Visit Europe.docx

الإجابة

الملف المراد تسميته مفتوح بالفعل إذن ليس علينا سوى الضغط على التبويب المسمى File و منه نختار الأمر Save as ثم نقوم بتسمية الملف و نضغط على Save

يا سيدي لا تخف من المجهول، فقد يكون درياً رائعاً لم يسلكه الكثيرون!!  
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## السؤال رقم ٣



قم بحفظ الملف المسمى My history.docx (الملف المفتوح) بتنسيق rtf في المسار

C:\working files\m3

الإجابة

قم بالضغط على التبويب المسمى File و منه نختار الامر Save as ثم نقوم بتسمية الملف باختيار الامر rtf من التنسيقات الخاصة بالملف document type و نضغط على Save

٤ يا سيدي لا تخف من المجهول، فقد يكون درياً رائعاً لم يسلكه الكثيرون!!  
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## السؤال رقم ٤

Success Factors  
The main secret of our success in this area is the provision of a range of excellent world-class products that are aggressively priced. Combine this with a high level of ongoing customer support, which we have always believed to be an essential part of any dealings with the public, and we have a format that should be capable of replicating in many other markets.

Future Strategy  
To stay ahead of the competition we must at least maintain the current level of research and development, as innovation will be one of the key aspects in the expansion of an already highly successful series of products.

The workforce continues to be one of our greatest assets, for without their dedication to the production of quality materials that deliver on time and within budget, our targets could not be met.

Staff Issues  
It is essential that we do not lose experienced staff and I am delighted to report that moral has never been higher.

Maintaining stability in the workforce:

Question 1/36  
Set the **C:\Working files\M3** as the **default** location for the Word-Processing application.  
Time Remaining 00:45:00

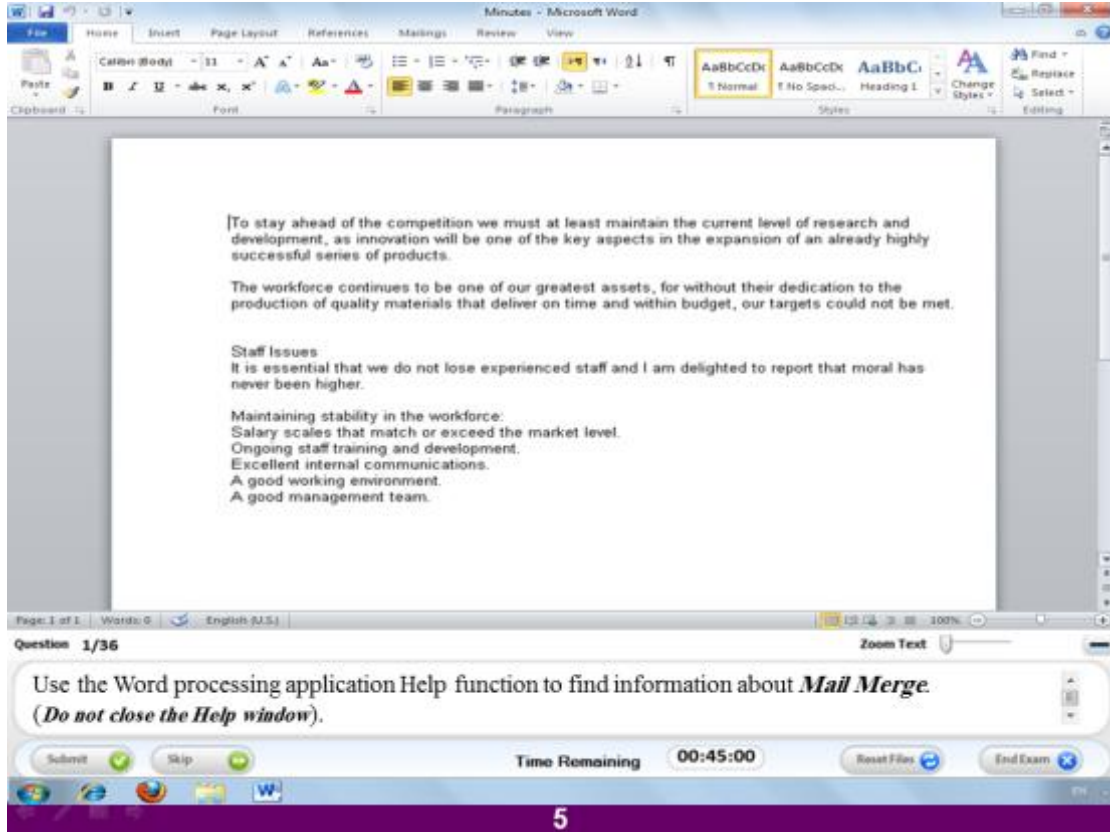
قم بتخصيص المجلد M3 في المسار الموضح كمسار الحفظ الافتراضي لملفات برنامج الورد.

الاجابة

قم بالضغط على التبويب المسمى File و منه اختر الامر Options ثم اختر منها Save و قم بالضغط على الامر Browse بجوار الامر Default file location فيفتح لك نافذة لتختار المكان الافتراضي، فقط اضغط فيها على البارتشن C و منه اختر المجلد المسمى Working files ثم اختر منه المجلد المسمى M3 و اضغط Ok ثم اضغط Ok مرة أخرى في النافذة التالية و اختر بعدها الامر Submit لينقلك الى السؤال التالي.

يا سيدي لا تخف من المجهول، فقد يكون درباً رائعاً لم يسلكه الكثيرون!!  
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## السؤال رقم ٥



استخدم تطبيق المساعدة بالبرنامج للبحث عن دمج المراسلات (لاتغلق نافذة المساعدة)

الاجابة

قم بالضغط على التبويب المسمى File و منه اختر الامر help ثم اختر اول خيار بالنافذة و هو Microsoft office help تفتح لك نافذة بها مربع بحث اكتب به الكلمة المراد البحث عنها و هي mail merge ثم اضغط على الامر Search بجوار مربع البحث.

٦ يا سيدي لا تخف من المجهول، فقد يكون درباً رائعاً لم يسلكه الكثيرون!!  
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## السؤال رقم ٦

The image shows a screenshot of a Microsoft Word document titled 'Minutes'. The document content is as follows:

**Success Factors**  
The main secret of our success in this area is the provision of a range of excellent world-class products that are aggressively priced. Combine this with a high level of ongoing customer support, which we have always believed to be an essential part of any dealings with the public, and we have a format that should be capable of replicating in many other markets.

**Future Strategy**  
To stay ahead of the competition we must at least maintain the current level of research and development, as innovation will be one of the key aspects in the expansion of an already highly successful series of products.

The workforce continues to be one of our greatest assets, for without their dedication to the production of quality materials that deliver on time and within budget, our targets could not be met.

**Staff Issues**  
It is essential that we do not lose experienced staff and I am delighted to report that moral has never been higher.

Maintaining stability in the workforce:

Below the document is a quiz question interface. The question is: "Change the *default* user name for this application *Lee Warstein*." The interface includes a "Submit" button, a "Skip" button, a "Time Remaining" indicator showing "00:45:00", and buttons for "Reset File" and "End Exam". The question number is "Question 1/36".

قم بتغيير اسم المستخدم الافتراضي للبرنامج ليصبح Lee Warstein

الاجابة

قم بالضغط على التبويب المسمى File ومنها اختر الامر Options ثم اكتب الاسم Lee Warstein في مربع اسم المستخدم User name.

يا سيدي لا تخف من المجهول، فقد يكون درباً رائعاً لم يسلكه الكثيرون!!  
شيرين المصري



## السؤال رقم ٧

Minutes - Microsoft Word

File Home Insert Page Layout References Mailings Review View

Calibri (Body) 11 A A Aa Font Paragraph Styles

Normal No Spacing Heading 1 Change Styles Find Replace Select Editing

To stay ahead of the competition we must at least maintain the current level of research and development, as innovation will be one of the key aspects in the expansion of an already highly successful series of products.

The workforce continues to be one of our greatest assets, for without their dedication to the production of quality materials that deliver on time and within budget, our targets could not be met.

Staff Issues  
It is essential that we do not lose experienced staff and I am delighted to report that moral has never been higher.

Maintaining stability in the workforce:  
Salary scales that match or exceed the market level.  
Ongoing staff training and development.  
Excellent internal communications.  
A good working environment.  
A good management team.

Page: 1 of 1 Words: 0 English (U.S.) 100%

Question 1/36 Zoom Text

Zoom the **minutes.doc** document to **90%**.

Submit Skip Time Remaining 00:45:00 Reset File End Exam

7

قم بتغيير حجم العرض للملف ليصبح ٩٠%

الإجابة

قم بالضغط على التبويب المسمى View و منر اختر الامر Zoom و بالضغط عليه اضغط على الرقم المعبر عن حجم العرض و قم بتعديله ليصبح ٩٠% ثم اضغط Ok

يا سيدي لا تخف من المجهول، فقد يكون درباً رائعاً لم يسلكه الكثيرون!!  
شيرين المصري

## السؤال رقم ٨

**My History**  
Experience life in the middle ages, or become a me for a day. Feel your heart beat faster as you watch the knights jousting in Norway, you don't just look at history you live it!  
Events and activities of the program include:

Activities

- ❖ Visits of archaeological sites
- ❖ Living in Longhouses
- ❖ Info session on My History in Scandinavia
- ❖ Info session on History in Europe, Greenland and North America

Question 1/36  
Hide the *ruler bar* in the *Minutes.doc* document.

Time Remaining 00:45:00

8

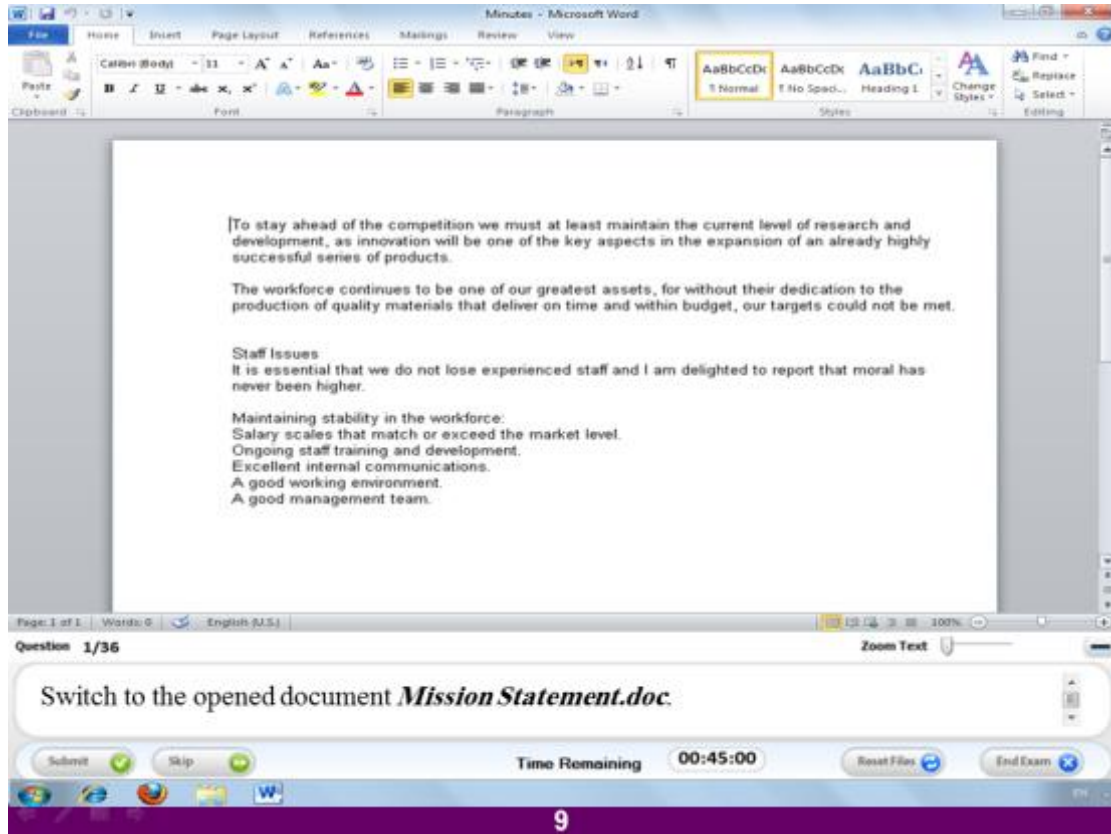
قم باخفاء شريط المسطرة في الملف المفتوح.

الاجابة

اضغط على التبويب المسمى View و أزل الخيار Ruler.

٩ يا سيدي لا تخف من المجهول، فقد يكون درباً رائعاً لم يسلكه الكثيرون!!  
شيرين المصري

## السؤال رقم ٩



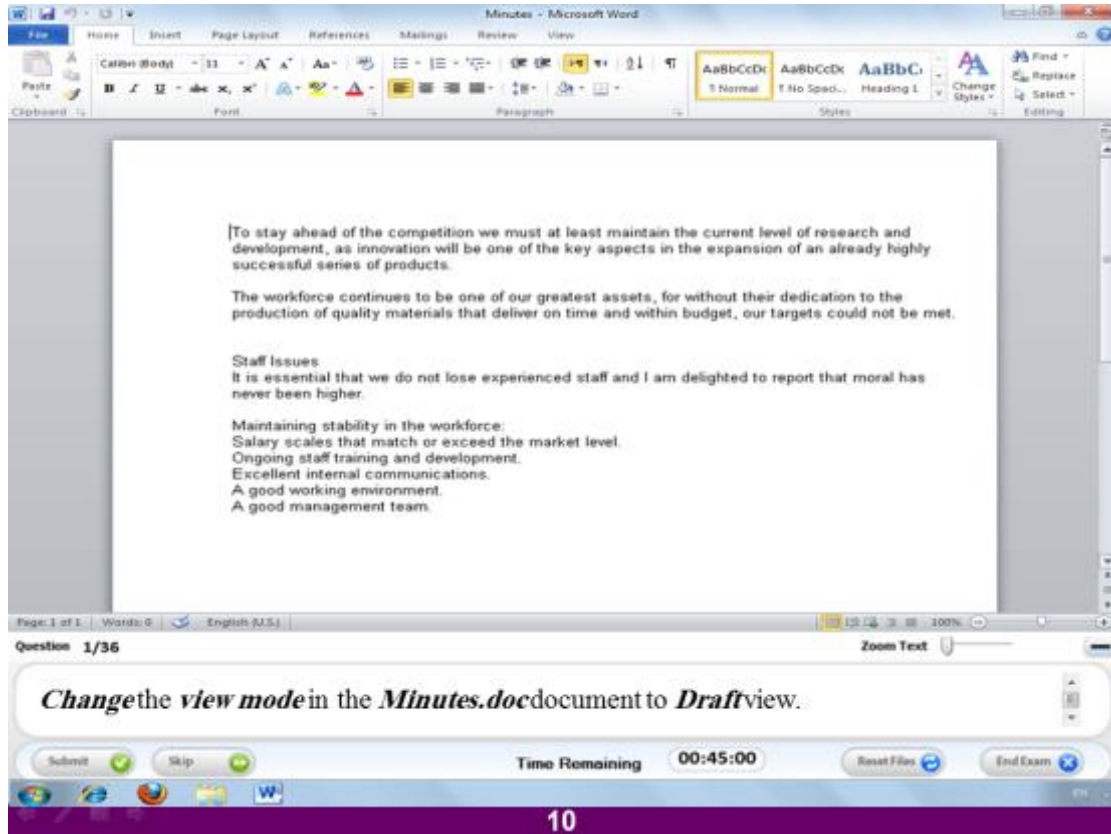
قم بالدخول على النافذة المفتوحة المسماة **Mission Statement.doc**

الاجابة

قم بالضغط على التبويب المسمى **View** و اختر منه الامر **Switch window** و بالضغط عليه تظهر اسماء النوافذ المفتوحة نختار منها الملف المسمى **Mission Statement.doc**

١٠ يا سيدي لا تخف من المجهول، فقد يكون درياً رائعاً لم يسلكه الكثيرون!!  
شيرين المصري

## السؤال رقم ١٠



غير طريقة عرض الملف لتصبح بنمط Draft (شكل المسودة)

الاجابة

اضغط على التبويب المسمى View و اختر طريقة العرض Draft

١١ يا سيدي لا تخف من المجهول، فقد يكون درياً رائعاً لم يسلكه الكثيرون!!  
شيرين المصري

## السؤال رقم ١١

**Hill Walking**

This is the practice of walking in hilly or mountainous land. Hill walking can last from just an hour to many days depending on how difficult the walk will be and the distance to be covered. There are many factors to take into account before embarking on a hill walking trip.

**PLANNING**

Successful hill walking depends on careful planning and understanding about the trail to be taken. Proper ordinance survey maps should be used along with an understanding of how to read the maps. Possible obstacles that may affect the walk such as steep elevation or loose terrain should be highlighted on the map. There should be an accurate estimate made as to how long the walk should last taking into account, weather, distance, possible obstacles and available daylight. The planned route along with the expected time to return should also be given to someone who is not taking part on the walk.

**Weather**

This is one of the most important considerations to take into account before hill walking. Depending on where the walk is to take place, the weather can change, several times on the same day. Temperature change, rain, wind, snow, fog are all possible factors to be taken into account when planning the pace and timing for hill walking. Because of this it is important to obtain accurate weather forecasts and any extra weather information needed for the area for which hill walking is planned.

**Equipment**

Page: 1 of 1    Line: 1    Words: 302    English (UK)    110%

Question 1/36    Zoom Text

Select the paragraph beginning with the text *This is one....* in the *test32.docx*.

Submit    Skip    Time Remaining 00:45:00    Reset File    End Exam

11

قم بتحديد الفقرة التي تبدأ بالنص *This is one.....* في الملف المسمى *test32.docx*

الإجابة

باستخدام الماوس قم بتحديد الفقرة الثالثة من النص اسفل العنوان *Weather*

١٢ يا سيدي لا تخف من المجهول، فقد يكون درباً رائعاً لم يسلكه الكثيرون!!  
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## السؤال رقم ١٢

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**Equipment**

Page: 1 of 1 Line: 1 Words: 302 English (U.K.) 110%

Question 1/36 Zoom Text

Select the **entire** documents.

Submit Skip Time Remaining 00:45:00 Reset File End Exam

12

قم بتحديد محتويات الملف .

الاجابة

اضغط على الامر select و المشار اليه بالسهم فى الصورة السابقة و اختر منه Select all

١٣ يا سيدي لا تخف من المجهول، فقد يكون درباً رائعاً لم يسلكه الكثيرون!!  
شيرين المصري

## السؤال رقم ١٣

Page: 1 of 1, Words: 0, English (U.S.), 100%

Question 1/36

Type the following text into this document:  
**We must improve our product range.**

Submit Skip Time Remaining 00:45:00 Reset File End Exam

13

قم بكتابة هذا النص في الملف

**We must improve our product range**

الاجابة

فقط اضغط بمؤشر الماوس على صفحة الورد و اكتب الجملة السابقة.

١٤ يا سيدي لا تخف من المجهول، فقد يكون درياً رائعاً لم يسلكه الكثيرون!!  
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**Equipment**

Page: 1 of 1    Line: 1    Words: 302    English (U.K.)    110%

Question 1/36    Zoom Text

Enter the text *It shouldn't contain just predications* at the end of the sentence in the paragraph beginning *This is one of the most important...* in the *test32.doc* document.

Submit    Skip    Time Remaining 00:45:00    Reset File    End Exam

14

اكتب النص *It shouldn't contain just predications* في نهاية الفقرة التي تبدأ  
بجملة *This is one of the most important...* وذلك في الملف *Test32.doc*

الإجابة

قم بكتابة الجملة *It shouldn't contain just predications* في نهاية الفقرة الثالثة  
من الملف المفتوح.



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**Equipment**

Page: 1 of 1    Line: 1    Words: 302    English (UK)    110%

**Question 1/36**    Zoom Text

Edit the text *land Hillwalking* in the first paragraph beginning *This is the practice...* in the *test32.docx* document to read the text *This sport*.

Submit    Skip    Time Remaining 00:45:00    Reset File    End Exam

**15**

قم بتعديل الكلمات Land hill walking في الفقرة الأولى لكي تصبح This sport

الاجابة

اختر الكلمات الثلاث المطلوب تعديلهم من نهاية السطر الاول في الفقرة الاولى و اكتب بدلاً

منهم This sport

١٦ يا سيدي لا تخف من المجهول، فقد يكون درباً رائعاً لم يسلكه الكثيرون!!

شيرين المصري

## السؤال رقم ١٦

Hill Walking

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**Equipment**

Page: 1 of 1 Line: 1 Words: 302 English (UK) 119%

Question 1/36 Zoom Text

Delete the word *land* in the first paragraph beginning *This is the practice...* in the *test32.docx* document.

Submit Skip Time Remaining 00:45:00 Reset File End Exam

16

احذف كلمة land من السطر الاول من الفقرة التي تبدأ ب This is practice

الاجابة

قم بتحديد كلمة land من السطر الاول من الفقرة الاولى بالملف المفتوح ثم اضغط delete من لوحة المفاتيح.

١٧ يا سيدي لا تخف من المجهول، فقد يكون درباً رائعاً لم يسلكه الكثيرون!!  
شيرين المصري

## السؤال رقم ١٧

**Badminton**

The idea of using a shuttle in a game dates back to China in the 5<sup>th</sup> century BC, where players had to keep a shuttle off the ground using their feet. Five hundred years later a game named Battledore and Shuttlecock was played in China, Japan, India and Greece. The Battledore was a paddle used to hit the shuttlecock between players. By the 16<sup>th</sup> century this game was popular among children in Europe and England. Badminton became popular with adults in England around the 1870's and is thought to have developed from the Indian game called Poona, which introduced a net to Battledore and Shuttlecock. Poona was popular with the British military in India and then brought back to England. It was adopted and refined by the Duke of Beaufort and renamed after his estate Badminton. The game is played by two or four players using small light rackets. A small ball made of cork to which feathers or a plastic tail is attached is volleyed across a net between the players. Today, Badminton is an Olympic sport played in many parts of the world.

As with all games Badminton has rules and regulations. The following activities are not acceptable in Badminton and are considered faults.

When the shuttle lands outside the Badminton court,  
When the shuttle passes under or through the net

Question 1/36

Change the font color of the heading **Badminton** in the *game.docx* document to a color of your choice.

Time Remaining 00:45:00

قم بتغيير لون العنوان Badminton للون من اختيارك

الإجابة

قم بتحديد العنوان و اضغط على حرف A من خيارات التبويب Home ثم اختر اللون الذي تريده.

١٨ يا سيدي لا تخف من المجهول، فقد يكون درباً رائعاً لم يسلكه الكثيرون!!  
شيرين المصري

**Badminton**

The idea of using a shuttle in a game dates back to China in the 5<sup>th</sup> century BC, where players had to keep a shuttle off the ground using their feet. Five hundred years later a game named Battledore and Shuttlecock was played in China, Japan, India and Greece. The Battledore was a paddle used to hit the shuttlecock between players. By the 16<sup>th</sup> century this game was popular among children in Europe and England. Badminton became popular with adults in England around the 1870's and is thought to have developed from the Indian game called Poona, which introduced a net to Battledore and Shuttlecock. Poona was popular with the British military in India and then brought back to England. It was adopted and refined by the Duke of Beaufort and renamed after his estate Badminton. The game is played by two or four players using small light rackets. A small ball made of cork to which feathers or a plastic tail is attached is volleyed across a net between the players. Today, Badminton is an Olympic sport played in many parts of the world.

As with all games Badminton has rules and regulations. The following activities are not acceptable in Badminton and are considered faults.

When the shuttle lands outside the Badminton court,  
When the shuttle passes under or through the net

Question 1/36

Change the color of the paragraph beginning with the text *The idea of using...* to a color of your choice in the *game.docx* document.

Submit Skip

Time Remaining 00:45:00

Reset File End Exam

18

غير لون الفقرة التي تبدأ بالنص *The idea of using...* للون الذي تريده

الاجابة

قم بتحديد الفقرة الاولى من الملف المفتوح ثم اختر لون الكتابات الذي يناسبك بالضغط على حرف A من خيارات التبويب Home.

Badminton. The game is played by two or four players using small light rackets. A small ball made of cork to which feathers or a plastic tail is attached is volleyed across a net between the players. Today, Badminton is an Olympic sport played in many parts of the world.

As with all games Badminton has rules and regulations. The following activities are not acceptable in Badminton and are considered faults.

When the shuttle lands outside the Badminton court,  
 When the shuttle passes under or through the net,  
 When the shuttle touches a player,  
 When a player distracts an opponent,  
 When the shuttle is hit twice in succession by the same player with two strokes,  
 When the shuttle is caught in the net during a service,  
 When a player touches the net with a racket.

**A New Scoring System**

The Rally Point Scoring System or the Badminton 21 Points Scoring System, was introduced in the Thomas/ Uber Cup in 2006 and these rules have been adopted internationally.

Question 1/36

Change the font type of the paragraph beginning *As with all...* in the *game.docx* document to **Times New Roman** font.

Time Remaining 00:45:00

19

غير نوع الخط في الفقرة التي تبدأ ب *As with all* ليصبح Times New Roman

الإجابة

قم بتحديد الفقرة من الملف المفتوح ثم اضغط على السهم الصغير بجوار نوع الخط و المشار إليه في الصورة السابقة و اختر نوع الخط Times New Roman

## السؤال رقم ٢٠

Badminton. The game is played by two or four players using small light rackets. A small ball made of cork to which feathers or a plastic tail is attached is volleyed across a net between the players. Today, Badminton is an Olympic sport played in many parts of the world.

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When the shuttle is caught in the net during a service,  
When a player touches the net with a racket.

**A New Scoring System**

The Rally Point Scoring System or the Badminton 21 Points Scoring System, was introduced in the Thomas/ Uber Cup in 2006 and these rules have been adopted internationally.

Question 1/36  
Change the font size of the paragraph beginning *As with all...* in the *game.docx* document to 14.

Time Remaining 00:45:00

غير حجم الخط في الفقرة التي تبدأ ب *As with all* ليصبح ١٤

الاجابة

قم بتحديد الفقرة ثم اضغط على الارقام المشار اليها بالسهم في الصورة السابقة و اختر منها الرقم ١٤

٢١ يا سيدي لا تخف من المجهول، فقد يكون درباً رائعاً لم يسلكه الكثيرون!!  
شيرين المصري

**Hill Walking**

This is the practice of walking in hilly or mountainous land. Hill walking can last from just an hour to many days depending on how difficult the walk will be and the distance to be covered. There are many factors to take into account before embarking on a hill walking trip.

**PLANNING**

Successful hill walking depends on careful planning and understanding about the trail to be taken. Proper ordinance survey maps should be used along with an understanding of how to read the maps. Possible obstacles that may affect the walk such as steep elevation or loose terrain should be highlighted on the map. There should be an accurate estimate made as to how long the walk should last taking into account, weather, distance, possible obstacles and available daylight. The planned route along with the expected time to return should also be given to someone who is not taking part on the walk.

**Weather**

This is one of the most important considerations to take into account before hill walking. Depending on where the walk is to take place, the weather can change, several times on the same day. Temperature change, rain, wind, snow, fog are all possible factors to be taken into account when planning the pace and timing for hill walking. Because of this it is important to obtain accurate weather forecasts and any extra weather information needed for the area for which hill walking is planned.

**Equipment**

Page: 1 of 1    Words: 302    English (UK)    110%

Question 1/36    Zoom Text

Make the word **considerations** in the paragraph beginning **This is one...** in the **test32.docx** document **underline**.

Submit    Skip    Time Remaining 00:45:00    Reset File    End Exam

21

قم بجعل الكلمة **Considerations** في القرة التي تبدأ ب **This is one...** تحتها خط

الاجابة

قم بتحديد الكلمة **Considerations** في السطر الاول من الفقرة الثالثة و اضغط بعدها على حرف **U** من اختيارات التبويب **Home**

**Badminton**

The idea of using a shuttle in a game dates back to China in the 5<sup>th</sup> century BC, where players had to keep a shuttle off the ground using their feet. Five hundred years later a game named Battledore and Shuttlecock was played in China, Japan, India and Greece. The Battledore was a paddle used to hit the shuttlecock between players. By the 16<sup>th</sup> century this game was popular among children in Europe and England. Badminton became popular with adults in England around the 1870's and is thought to have developed from the Indian game called Poona, which introduced a net to Battledore and Shuttlecock. Poona was popular with the British military in India and then brought back to England. It was adopted and refined by the Duke of Beaufort and renamed after his estate Badminton. The game is played by two or four players using small light rackets. A small ball made of cork to which feathers or a plastic tail is attached is volleyed across a net between the players. Today, Badminton is an Olympic sport played in many parts of the world.

As with all games Badminton has rules and regulations. The following activities are not acceptable in Badminton and are considered faults.

When the shuttle lands outside the Badminton court,  
When the shuttle passes under or through the net

Question 1/36

make the words **Duke of Beaufort** in the paragraph beginning *It was adopted...* in the *game.docx* document **Bold**.

Submit Skip

Time Remaining 00:45:00

Reset File End Exam

22

اجعل الكلمات Duke of Beaufort في الفقرة التي تبدأ ب It was adopted عريضة

الاجابة

قم بتحديد الكلمات Duke of Beaufort في السطر الاول من الفقرة الثانية ثم اضغط على حرف B من خيارات التبويب Home



**Badminton**

The idea of using a shuttle in a game dates back to China in the 5th century BC, where players had to keep a shuttle off the ground using their feet. Five hundred years later a game named Battledore and Shuttlecock was played in China, Japan, India and Greece. The Battledore was a paddle used to hit the shuttlecock between players. By the 16<sup>th</sup> century this game was popular among children in Europe and England. Badminton became popular with adults in England around the 1870's and is thought to have developed from the Indian game called Poona, which introduced a net to Battledore and Shuttlecock. Poona was popular with the British military in India and then brought back to England. It was adopted and refined by the Duke of Beaufort and renamed after his estate Badminton. The game is played by two or four players using small light rackets. A small ball made of cork to which feathers or a plastic tail is attached is volleyed across a net between the players. Today, Badminton is an Olympic sport played in many parts of the world.

As with all games Badminton has rules and regulations. The following activities are not

Page: 1 of 1 Line: 2 Words: 303 English (U.S.) 100%

Question 1/36 Zoom Text

Apply *superscript* to the letters **th** after the number **5** in the paragraph beginning **The idea of using...** in the **game.docx** document.

Submit Skip Time Remaining 00:45:00 Reset File End Exam

23

قم بعمل الاحرف Th أس بعد الرقم ٥ في الفقرة التي تبدأ ب The ides of using في  
الملك المسمي game.docx

الاجابة

قم بتحديد الاحرف Th من السطر الاول في الفقرة الاولى للملف المفتوح ثم اضغط على الرمز  
X<sup>2</sup> من خيارات التبويب Home

Badminton. The game is played by two or four players using small light rackets. A small ball made of cork to which feathers or a plastic tail is attached is volleyed across a net between the players. Today, Badminton is an Olympic sport played in many parts of the world.

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- When the shuttle touches a player.
- When a player distracts an opponent.
- When the shuttle is hit twice in succession by the same player with two strokes.
- When the shuttle is caught in the net during a service.
- When a player touches the net with a racket.

**A New Scoring System**

The Rally Point Scoring System or the Badminton 21 Points Scoring System, was introduced in the Thomas/ Uber Cup in 2006 and these rules have been adopted internationally.

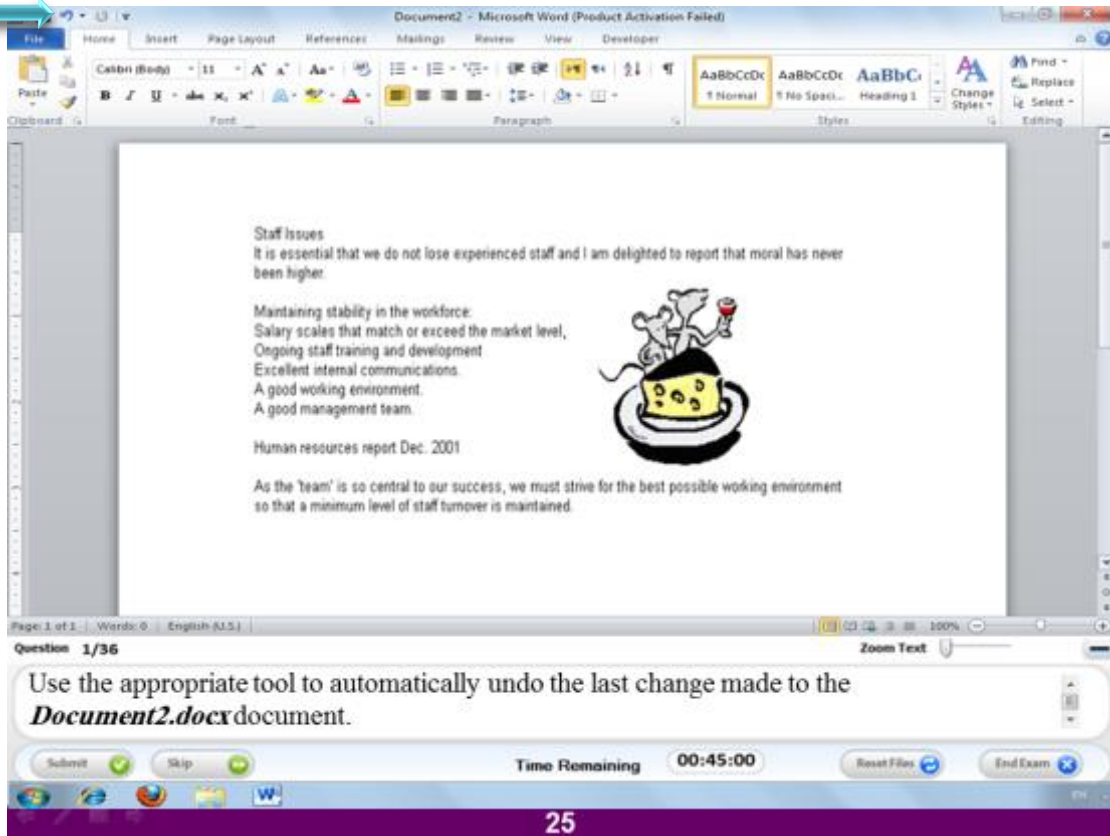
Question 1/36  
Use the appropriate tool to change the case of the text *A New Scoring System...* in the *game.docx* document to *Sentence case*.

Submit Skip Time Remaining 00:45:00 Reset File End Exam

استخدم الاداة الملائمة لتغيير حالة النص *A New Scoring System...* في الملف المسمى *game.docx* لتصبح بحالة الجملة *Sentence case*

الاجابة

(المقصود بحالة الجملة ان يكون الحرف الاول *capital* و بقية الاحرف *small*) و يتحقق هذا بتحديد النص المطلوب في الملف المفتوح و هو *A New Scoring System* ثم نختار الاداة التي يرمز لها بالاحرف *Aa* من خيارات التبويب *Home* و بالضغط عليها تظهر لنا عدة خيارات نختار الامر الاول و هو *Sentence case*



استخدم الاداة المناسبة لعمل تراجع تلقائي عن آخر تغيير قمت به في الملف المسمى

Document2.docx

الاجابة

قم بالضغط على سهم التراجع من شريط الدخول السريع في البرنامج و المشار اليه بالسهم في الصورة السابقة .

**Badminton**  
 The idea of using a shuttle in a game dates back to China in the 5th century BC, where players had to keep a shuttle off the ground using their feet. Five hundred years later a game named Battledore and Shuttlecock was played in China, Japan, India and Greece. The Battledore was a paddle used to hit the shuttlecock between players. By the 16<sup>th</sup> century this game was popular among children in Europe and England. Badminton became popular with adults in England around the 1870's and is thought to have developed from the Indian game called Poona, which introduced a net to Battledore and Shuttlecock. Poona was popular with the British military in India and then brought back to England. It was adopted and refined by the Duke of Beaufort and renamed after his estate Badminton. The game is played by two or four players using small light rackets. A small ball made of cork to which feathers or a plastic tail is attached is volleyed across a net between the players. Today, Badminton is an Olympic sport played in many parts of the world.

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Question 1/36  
 Left align the paragraph beginning *The idea of using ...* in the *game.docx* document.

Submit Skip  
 Time Remaining 00:45:00  
 Reset File End Exam

26

قم بعمل محاذاة للجهة اليسرى للفقرة التي تبدأ بـ *The idea of using...* في الملف المسمى *game.docx*

الإجابة

قم بتحديد الفقرة الأولى في الملف المفتوح ثم اضغط على المحاذاة للجهة اليسرى من خيارات التبويب Home و المشار إليها بالسهم في الصورة السابقة.

## السؤال رقم ٢٧

The screenshot shows a Microsoft Word document titled 'Minutes'. The text 'Success Factors' is selected, and a blue arrow points to the 'Justify' button in the Paragraph group of the ribbon. Below the document, a question interface is visible with the text: 'Align the selected text so both edges are straight. Note: Do not make any other changes to the text.' The interface includes 'Submit', 'Skip', 'Time Remaining 00:45:00', 'Reset File', and 'End Exam' buttons. The number '27' is displayed at the bottom of the interface.

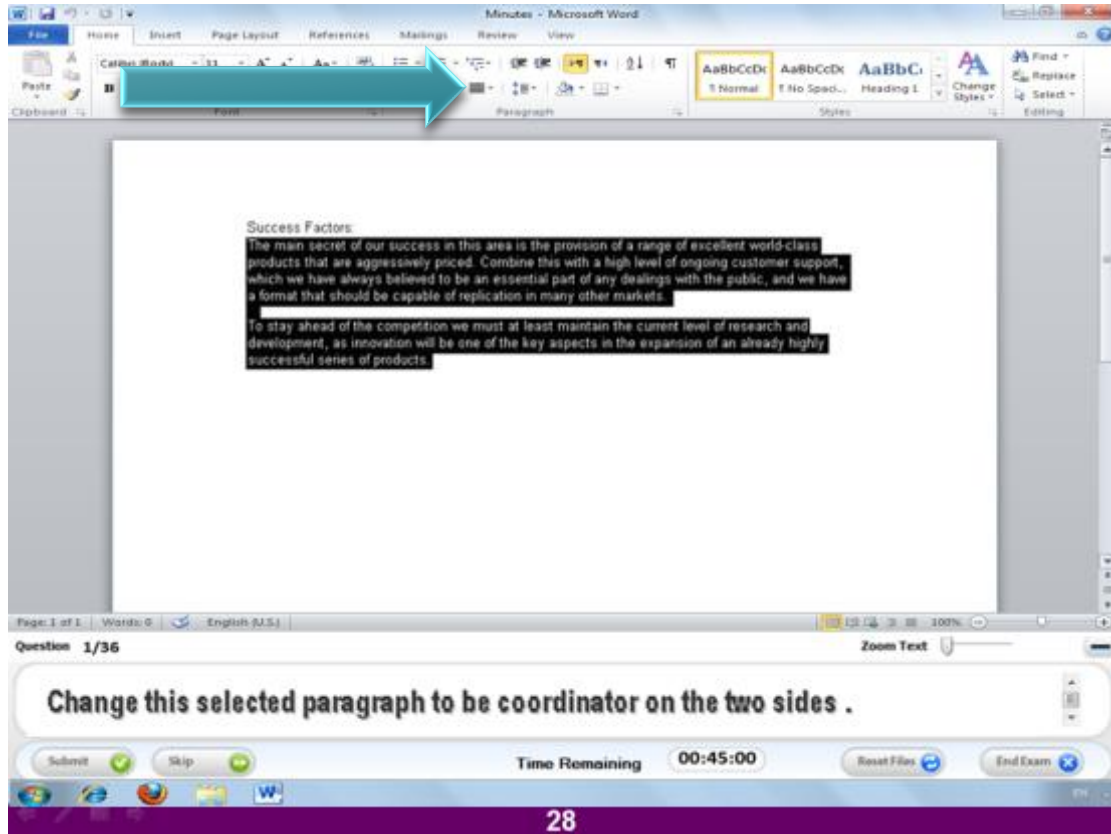
قم بعمل محاذاة للنص بحيث يصبح كلا الجانبين في وضع مستقيم.

ملحوظة: لاتقم بعمل أى تعديلات أخرى على النص

الاجابة

قم بالضغط على أداة Justify من التبويب المسمى Home و المشار اليها بالسهم في الصورة السابقة.

## السؤال رقم ٢٨



Success Factors

The main secret of our success in this area is the provision of a range of excellent world-class products that are aggressively priced. Combine this with a high level of ongoing customer support, which we have always believed to be an essential part of any dealings with the public, and we have a format that should be capable of replication in many other markets.

To stay ahead of the competition we must at least maintain the current level of research and development, as innovation will be one of the key aspects in the expansion of an already highly successful series of products.

Question 1/36

Change this selected paragraph to be coordinator on the two sides .

Time Remaining 00:45:00

28

قم بتعديل النص المحدد ليصبح منسق من كلا الجانبين.

الإجابة

قم بالضغط على أداة Justify من التبويب المسمى Home و المشار إليها بالسهم في الصورة السابقة.

Badminton. The game is played by two or four players using small light rackets.

A small ball made of cork to which feathers or a plastic tail is attached is volleyed across a net between the players. Today, Badminton is an Olympic sport played in many parts of the world.

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- When a player distracts an opponent.
- When the shuttle is hit twice in succession by the same player with two strokes.
- When the shuttle is caught in the net during a service.
- When a player touches the net with a racket.

**A New Scoring System**

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Question 1/36

Apply bullets to the text near the bottom of the page from *When the shuttle lands...* to *When a player touches* in the *agmletter.docx* document.

Submit Skip Time Remaining 00:45:00 Reset File End Exam

قم بتطبيق Bullets (علامات تحديد العناصر) للنص المقارب لنهاية الصفحة بداية من *When the shuttle lands...* و انتهاء ب *When a player touches* و ذلك في الملف المسمى *agmletter.docx*

الإجابة

يقصد هنا بالنص المحدد تحته بخطوط خضراء) فقط قم بتحديد النص باستخدام الماوس ثم اضغط على اداة إدراج Bullet من التبويب Home و المشار إليها بالسهم في الصورة السابقة.

## السؤال رقم ٣٠

Equipment  
There are many types of equipment available for hill walking. The following are some of the essentials that should be part of every Hill Walker's pack.

- Compass
- Day Pack
- Flash light
- Whistle
- Fleeces
- Gaiters
- GPS
- Rope
- Sleeping Bag (long trips)
- Tent (long trips)
- Walking Boots
- Waterproof Jacket
- Phone
- Food
- Water

Summer Months for Hill Walking

Months	Temperature (Celsius)
June	
July	
August	

Question 1/36  
Apply automatic numbering to the list of points from *Compass to Water* in the *agmletter.docx* document.

Time Remaining 00:45:00

30

قم بتطبيق الترقيم التلقائي لقائمة العناصر بداية من **Compass** و انتهاء ب **Water** و ذلك في الملف المسمى **agmletter.docx**

الإجابة

قم بتحديد العناصر بداية من السطر الرابع و حتى نهاية قائمة العناصر التي تملأ الجدول ثم اضغط على أداة الترقيم من التبويب المسمى **Home** و المشار إليها بالسهم في الصورة السابقة.



«First\_Name» «Last\_Name»  
«Address»,  
«City»

3rd January 2009

To the members of the Pegasus Badminton Association This is a call for the Annual General Meeting, which is to be held on Monday the 12th of January 2009 at 6 p.m. in Oldpark House.

Agenda]

- Election of the treasurer and secretary
- Presentation of the annual accounts
- Club Captain's report
- Presentation of the budgets for 2009
- Election of the board
- Election of the auditor
- New badminton court proposals

Yours truly,

Question 1/36

Remove the **bullets** from the **Agenda** list from **Election of the...to New badminton court** in the **agmletter.docx** document.

Submit Skip

Time Remaining 00:45:00

Reset File End Exam

31

قم بحذف ال Bullets من العناصر التابعة للعنوان Agenda و ذلك في الملف المسمى  
agmletter.docx

الاجابة

(لتطبيق امر ما في برنامج الورد نقوم بالضغط على الاداة الخاصة به و لإزالة التطبيق نضغط على نفس الاداة مرة أخرى) و هنا سنقوم بتحديد العناصر الموضوع قبلها علامة دائرة سوداء bullet و نضغط على الاداة المشار اليها بالسهم في الصورة السابقة فيتم ازلتها.

**Badminton**  
 The idea of using a shuttle in a game dates back to China in the 5<sup>th</sup> century BC, where players had to keep a shuttle off the ground using their feet. Five hundred years later a game named Battledore and Shuttlecock was played in China, Japan, India and Greece. The Battledore was a paddle used to hit the shuttlecock between players. By the 16<sup>th</sup> century this game was popular among children in Europe and England. Badminton became popular with adults in England around the 1870's and is thought to have developed from the Indian game called Poona, which introduced a net to Battledore and Shuttlecock. Poona was popular with the British military in India and then brought back to England. It was adopted and refined by the Duke of Beaufort and renamed after his estate Badminton. The game is played by two or four players using small light rackets. A small ball made of cork to which feathers or a plastic tail is attached is volleyed across a net between the players. Today, Badminton is an Olympic sport played in many parts of the world.

As with all games Badminton has rules and regulations. The following activities are not acceptable in Badminton and are considered faults.  
 When the shuttle lands outside the Badminton court.  
 When the shuttle passes under or through the net.

Page: 1 of 1 Line: 2 Words: 301 English (U.S.) 110%

Question 1/36 Zoom Text

Create a **new** paragraph at the beginning of the sentence **Badminton became popular** in the paragraph beginning with **The idea of...** in the **game.docx** document

Submit Skip Time Remaining 00:45:00 Reset File End Exam

32

قم بإنشاء فقرة جديدة في بداية الجملة **Badminton became popular** و ذلك في الفقرة التي تبدأ ب **The idea of** في الملف المسمى **game.docx**

الإجابة

قم بالضغط بالماوس في السطر السادس من الفقرة الأولى قبل الجملة **Badminton became popular** و ضع النص الذي تريده ثم انتقل للسؤال التالي.

**Badminton**

The idea of using a shuttle in a game dates back to China in the 5<sup>th</sup> century BC, where players had to keep a shuttle off the ground using their feet. Five hundred years later a game named Battledore and Shuttlecock was played in China, Japan, India and Greece. The Battledore was a paddle used to hit the shuttlecock between players. By the 16<sup>th</sup> century this game was popular among children in Europe and England. Badminton became popular with adults in England around the 1870's and is thought to have developed from the Indian game called Poona, which introduced a net to Battledore and Shuttlecock. Poona was popular with the British military in India and then brought back to England. It was adopted and refined by the Duke of Beaufort and renamed after his estate Badminton. The game is played by two or four players using small light rackets. A small ball made of cork to which feathers or a plastic tail is attached is volleyed across a net between the players. Today, Badminton is an Olympic sport played in many parts of the world.

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When the shuttle passes under or through the net

Question 1/36

Insert a **page break** before the paragraph beginning with *As with all....*. In the *game.docx* document.

Submit Skip

Time Remaining 00:45:00

Reset File End Exam

33

قم بإدراج صفحة قبل الفقرة التي تبدأ ب *As with all* في الملف المسمى *game.docx*

الاجابة

قم بالوقوف بالماوس قبل الفقرة ثم اضغط من لوحة المفاتيح الأزرار CTRL+Enter معاً

**Hill Walking**

This is the practice of walking in hilly or mountainous land. Hill walking can last from just an hour to many days depending on how difficult the walk will be and the distance to be covered. There are many factors to take into account before embarking on a hill walking trip.

**PLANNING**  
Successful hill walking depends on careful planning and understanding about the trail to be taken. Proper ordinance survey maps should be used along with an understanding of how to read the maps. Possible obstacles that may affect the walk such as steep elevation or loose terrain should be highlighted on the map. There should be an accurate estimate made as to how long the walk should last taking into account, weather, distance, possible obstacles and available daylight. The planned route along with the expected time to return should also be given to someone who is not taking part on the walk.

**Weather**  
This is one of the most important considerations to take into account before hill walking. Depending on where the walk is to take place, the weather can change, several times on the same day. Temperature change, rain, wind, snow, fog are all possible factors to be taken into account when planning the pace and timing for hill walking. Because of this it is important to obtain accurate weather forecasts and any extra weather information needed for the area for which hill walking is planned.

Question 1/36  
Create a *soft linebreak* after the word *account* in the paragraph beginning *This is one...* in the *test32.docx* document

Time Remaining 00:45:00

قم بعمل سطر فاصل بعد كلمة **account** في الفقرة التي تبدأ ب **This is one** و ذلك في الملف المسمى **test32.docx**

الإجابة

قم بالوقوف بعد الكلمة **account** في السطر الاول من الفقرة الثالثة ثم اضغط **Shift+Enter**

**Hill Walking**

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**Equipment**

Page: 1 of 1    Line: 1    Words: 302    English (UK)    110%

**Question 1/36**    Zoom Text

Delete the *soft linebreak* after the word **account** in the paragraph beginning *This is one....* in the **test32.docx** document

Submit    Skip    Time Remaining 00:45:00    Reset File    End Exam

**35**

قم بحذف السطر الذي يلي كلمة **account** في الفقرة التي تبدأ ب **This one ..** وذلك في الملف المسمى **test32.docx**

الإجابة

قم بالوقوف بعد الكلمة **account** ثم اضغط **Delete** من لوحة المفاتيح.

**Badminton**

The idea of using a shuttle in a game dates back to China in the 5<sup>th</sup> century BC, where players had to keep a shuttle off the ground using their feet. Five hundred years later a game named Battledore and Shuttlecock was played in China, Japan, India and Greece. The Battledore was a paddle used to hit the shuttlecock between players. By the 16<sup>th</sup> century this game was popular among children in Europe and England. Badminton became popular with adults in England around the 1870's and is thought to have developed from the Indian game called Poona, which introduced a net to Battledore and Shuttlecock. Poona was popular with the British military in India and then brought back to England.

The Rally Point Scoring System or the Badminton 21 Points Scoring System, was introduced in the Thomas/ Uber Cup in 2006 and these rules have been adopted internationally.

Question 1/36

Merge the paragraph *The idea of...* with the paragraph *The Rally Point.....* in the *game.docx* document.

Submit Skip

Time Remaining 00:45:00

Reset File End Exam

36

قم بدمج الفقرتين في الملف الحالي معاً.

الإجابة

(يقصد بدمج الفقرتين أى حذف المسافة بينهما) ولعمل هذا نضغط بالماوس قبل الفقرة الثانية ثم نضغط على زر Backspace من لوحة المفاتيح.

## السؤال رقم ٣٧

Minutes - Microsoft Word

File Home Insert Page Layout References Mailings Review View

Clipboard Font Paragraph Styles Editing

Calibri Body 11 A A Aa

Normal No Spac... Heading 1 Change Styles Find Replace Select

Success Factors  
The main secret of our success in this area is the provision of a range of excellent world-class products that are aggressively priced. Combine this with a high level of ongoing customer support, which we have always believed to be an essential part of any dealings with the public, and we have a format that should be capable of replicating in many other markets.

Future Strategy  
To stay ahead of the competition we must at least maintain the current level of research and development, as innovation will be one of the key aspects in the expansion of an already highly successful series of products.

The workforce continues to be one of our greatest assets, for without their dedication to the production of quality materials that deliver on time and within budget, our targets could not be met.

Staff Issues  
It is essential that we do not lose experienced staff and I am delighted to report that moral has never been higher.

Maintaining stability in the workforce:

Page: 1 of 1 Words: 0 English (U.S.) 100%

Question 1/36 Zoom Text

Display *all the paragraph marks* in the *Minutes.doc* document.

Submit Skip Time Remaining 00:45:00 Reset File End Exam

37

قم باظهار علامة الفقرات في الملف المسمى Minutes.doc

الاجابة

قم بالضغط على العلامة المشار اليها بالسهم في الصورة السابقة

## السؤال رقم ٣٨

in many parts of the world.

As with all games Badminton has rules and regulations. The following activities are not acceptable in Badminton and are considered faults.

When the shuttle lands outside the Badminton court.  
When the shuttle passes under or through the net.  
When the shuttle touches a player.  
When a player distracts an opponent.  
When the shuttle is hit twice in succession by the same player with two strokes.  
When the shuttle is caught in the net during a service.  
When a player touches the net with a racket.

**A New Scoring System**

The Rally Point Scoring System or the Badminton 21 Points Scoring System, was introduced in the Thomas/ Uber Cup in 2006 and these rules have been adopted internationally.

Question 1/36

Apply a 1.5 pt **box border** and a **shading color** of your choice to the paragraph beginning with **The Rally Point...** in the **game.docx** document.

Submit Skip

Time Remaining 00:45:00

Reset Files End Exam

38

قم بتطبيق اطار خارجى سمكه ١.٥ او كذلك لون تعبئة داخلى للفقرة التي تبدأ ب **The Rally point** فى الملف المسمى **game.docx**

الاجابة

قم بالضغط على أداة **Borders** و المشار اليها بالسهم فى الصورة السابقة و اختر منها الامر الاخير تفتح لك نافذة اختر منها فى التبويب المسمى **Borders** من الجهة اليسرى الامر **Box** ثم اختر الامر **Width** و منه اختر سمك الاطار ١.٥ و بعد ذلك اضغط على التبويب المسمى **Shading** فى نفس النافذة و منه اختر اى لون تريده ثم اضغط **Ok**



**Badminton**  
 The idea of using a shuttle in a game dates back to China in the 5<sup>th</sup> century BC, where players had to keep a shuttle off the ground using their feet. Five hundred years later a game named Battledore and Shuttlecock was played in China, Japan, India and Greece. The Battledore was a paddle used to hit the shuttlecock between players. By the 16<sup>th</sup> century this game was popular among children in Europe and England. Badminton became popular with adults in England around the 1870's and is thought to have developed from the Indian game called Poona, which introduced a net to Battledore and Shuttlecock. Poona was popular with the British military in India and then brought back to England. It was adopted and refined by the Duke of Beaufort and renamed after his estate Badminton. The game is played by two or four players using small light rackets. A small ball made of cork to which feathers or a plastic tail is attached is volleyed across a net between the players. Today, Badminton is an Olympic sport played in many parts of the world.

As with all games Badminton has rules and regulations. The following activities are not acceptable in Badminton and are considered faults.  
 When the shuttle lands outside the Badminton court.  
 When the shuttle passes under or through the net.

Question 1/36  
 Indent the paragraph beginning with *It was adopted...* by 1.02 cm or 0.4 inch from the left margin in the *game.docx* document.

Time Remaining 00:45:00

39

قم بترك مسافة indent في الهوامش من الجهة اليسرى مساحتها 1.02سم او ٠.٤ بوصة وذلك قبل الفقرة التي تبدأ ب *It was adopted* في الملف المسمى *game.docx*

الاجابة

اضغط بالماوس قبل الفقرة الثانية ثم اضغط على السهم الصغير المسار اليه في الصورة السابقة و منه تظهر نافذة قم بتغيير الامر Alignment ليصبح Left و كذلك غير الارقام الخاصة بالخيار Before لتصبح أيأ من الارقام المذكورة في الصؤال ثم اضغط Ok

**Badminton**

The idea of using a shuttle in a game dates back to China in the 5<sup>th</sup> century BC, where players had to keep a shuttle off the ground using their feet. Five hundred years later a game named Battledore and Shuttlecock was played in China, Japan, India and Greece. The Battledore was a paddle used to hit the shuttlecock between players. By the 16<sup>th</sup> century this game was popular among children in Europe and England. Badminton became popular with adults in England around the 1870's and is thought to have developed from the Indian game called Poona, which introduced a net to Battledore and Shuttlecock. Poona was popular with the British military in India and then brought back to England. It was adopted and refined by the Duke of Beaufort and renamed after his estate Badminton. The game is played by two or four players using small light rackets. A small ball made of cork to which feathers or a plastic tail is attached is volleyed across a net between the players. Today, Badminton is an Olympic sport played in many parts of the world.

As with all games Badminton has rules and regulations. The following activities are not acceptable in Badminton and are considered faults.

When the shuttle lands outside the Badminton court,  
When the shuttle passes under or through the net

Question 1/36

Change the line spacing for the paragraph beginning *It was adopted...* to *single line* spacing in the *game.docx* document

Time Remaining 00:45:00

40

قم بتغيير المسافات للفقرة التي تبدأ ب **It was adopted** لتصبح مسافة فردية في الملف المسمى **game.docx**

الإجابة

قم بالضغط على السهم الصغير المشار اليه في الصورة السابقة من البرنامج و اختر من الامر **single** الخيار **Line spacing**

Badminton. The game is played by two or four players using small light rackets. A small ball made of cork to which feathers or a plastic tail is attached is volleyed across a net between the players. Today, Badminton is an Olympic sport played in many parts of the world.

As with all games Badminton has rules and regulations. The following activities are not acceptable in Badminton and are considered faults.

When the shuttle lands outside the Badminton court,  
 When the shuttle passes under or through the net,  
 When the shuttle touches a player,  
 When a player distracts an opponent,  
 When the shuttle is hit twice in succession by the same player with two strokes,  
 When the shuttle is caught in the net during a service,  
 When a player touches the net with a racket.

**A New Scoring System**

The Rally Point Scoring System or the Badminton 21 Points Scoring System, was introduced in the Thomas/ Uber Cup in 2006 and these rules have been adopted internationally.

Question 1/36

The Return key on the keyboard has been used to put space between the text **A New Scoring System** and the paragraph beginning **The Rally Point...** below it. Remove the paragraph mark and change the paragraph spacing below (after) the text **A New Scoring System** to 6 pt instead.

Time Remaining 00:45:00

End Exam

41

تم استخدام زر الاعداد لوضع مسافة بين الفقرتين اللاتي تبدأ إحداهما ب **A new scoring System** و تبدأ الأخرى ب **The Rally Point** قم بحذف علامة الفقرة ثم غير المسافة اسفل الفقرة التي تبدأ ب **A new scoring** لتصبح ٦.

الإجابة

(يقصد هنا بحذف علامة الفقرة أى جعل العبارتين فقرة واحدة و حذف المسافة الزائدة بينهما) فنقف هنا بالماوس بعد العبارة **A new scoring** و نضغط **Delete** من لوحة المفاتيح لحذف المسافة بينهما ثم نضغط بالماوس على السهم الصغير المشار اليه فى الصورة السابقة فنفتح لنا نافذة نقوم بتغيير الارقام امام الامر **After** لتصبح ٦.

**Hill Walking**

This is the practice of walking in hilly or mountainous land. Hill walking can last from just an hour to many days depending on how difficult the walk will be and the distance to be covered. There are many factors to take into account before embarking on a hill walking trip.

**PLANNING**

Successful hill walking depends on careful planning and understanding about the trail to be taken. Proper ordinance survey maps should be used along with an understanding of how to read the maps. Possible obstacles that may affect the walk such as steep elevation or loose terrain should be highlighted on the map. There should be an accurate estimate made as to how long the walk should last taking into account, weather, distance, possible obstacles and available daylight. The planned route along with the expected time to return should also be given to someone who is not taking part on the walk.

**Weather**

This is one of the most important considerations to take into account before hill walking. Depending on where the walk is to take place, the weather can change, several times on the same day. Temperature change, rain, wind, snow, fog are all possible factors to be taken into account when planning the pace and timing for hill walking. Because of this it is important to obtain accurate weather forecasts and any extra weather information needed for the area for which hill walking is planned.

**Equipment**

Page: 1 of 1 Line: 1 Words: 302 English (UK) 110%

Question 1/36 Zoom Text

Set and apply **Right tab** of **1.1 cm** or **0.4 inch** to the title **PLANNING...** in the **game.docx** document

Submit Skip Time Remaining 00:45:00 Reset File End Exam

42

قم بتطبيق مسافة مقدارها ١.١ سم او ٠.٤ بوصة في الجهة اليمنى للعنوان Planning و ذلك بالملف المسمى game.docx

الاجابة

قم بالضغط بالماوس قبل العنوان Planning ثم اضغط على السهم الصغير المشار اليه في الصورة السابقة تفتح لك نافذة اختر منها الامر tabs فتفتح لك نافذة اخرى ضع فيها القيمة الرقمية المذكورة في السؤال للخيار Set position ثم اختر الامر Right و اضغط على الامر set ثم اضغط Ok و بعد ذلك اضغط بذر Tab من لوحة المفاتيح لعمل المسافة التي تم تحديدها.

Equipment  
There are many types of equipment available for hill walking. The following are some of the essentials that should be part of every Hill Walker's pack.

- Compass
- Day Pack
- Flash light
- Whistle
- Fleeces
- Gaiters
- GPS
- Rope
- Sleeping Bag (long trips)
- Tent (long trips)
- Walking Boots
- Waterproof Jacket
- Phone
- Food
- Water

Summer Months for Hill Walking

Months	Temperature (Celsius)
June	
July	
August	

Question 1/36

The heading **Summer Months for Hill Walking** was aligned using the spacebar. Remove the spacing and set and apply a left aligned tab of *1 inch* to the heading **Summer Months for Hill Walking** and save..

Time Remaining 00:45:00

43

تم عمل محاذاة للعنوان **Summer Months for hill walking** باستخدام زر المسافة من لوحة المفاتيح قم بالغاء هذه المسافة و اجعلها مسافة من الجهة اليسرى تقدر ب ١ بوصة ثم قم بالحفظ

الاجابة

قم بالضغط بالماوس قبل العنوان المحدد **Summer Months for hill walking** و اضغط **backspace** من لوحة المفاتيح ثم اضغط على السهم الصغير المشار اليه في الصورة السابقة تفتح لك نافذة اضغط على الامر **tabs** و منه قم بتعيين الرقم ١ في الجزء المسمى **Set stop position** ثم اختر المحاذاة في الجهة اليسرى **left** و اضغط بعد ذلك على **Set** ثم اضغط **ok** و بعدها اضغط من لوحة المفاتيح الزر **tab** ثم اضغط اضغط على علامة الحفظ من البرنامج.

## السؤال رقم ٤٤

Equipment  
There are many types of equipment available for hill walking. The following are some of the essentials that should be part of every Hill Walker's pack.

- Compass
- Day Pack
- Flash light
- Whistle
- Fleeces
- Gaiters
- GPS
- Rope
- Sleeping Bag (long trips)
- Tent (long trips)
- Walking Boots
- Waterproof Jacket
- Phone
- Food
- Water

Summer Months for Hill Walking

Months	Temperature (Celsius)
June	
July	
August	

Question 1/36  
Apply the paragraph style *subhead* to the title *Equipment* above paragraph beginning *There are many types....* in the *game.docx* document.

Time Remaining 00:45:00

44

قم بتطبيق ستايل العناوين المسمى subhead للعنوان Equipment أعلى الفقرة التي تبدأ ب There are many types و ذلك في الملف المسمى game.docx

الإجابة

قم بتحديد العنوان Equipment بالماوس ثم اضغط على السهم الصغير اعلى الامر styles فى الجهة اليمنى للتبويب المسمى Home و منه اختر الامر الاخير Apply styles فتظهر نافذة صغيرة بها سهم بالضغط عليه تظهر مجموعة من الاستايلات اختر منها الامر subhead

يا سيدي لا تخف من المجهول، فقد يكون درياً رائعاً لم يسلكه الكثيرون!!  
شيرين المصري

## السؤال رقم ٤٥

Minutes - Microsoft Word

File Home Insert Page Layout References Mailings Review View

Calibri (Body) 11 A A+ Aa

Normal No Spacing Heading 1

Find Replace Select Editing

Success Factors  
The main secret of our success in this area is the provision of a range of excellent world-class products that are aggressively priced. Combine this with a high level of ongoing customer support, which we have always believed to be an essential part of any dealings with the public, and we have a format that should be capable of replicating in many other markets.

Future Strategy  
To stay ahead of the competition we must at least maintain the current level of research and development, as innovation will be one of the key aspects in the expansion of an already highly successful series of products.

The workforce continues to be one of our greatest assets, for without their dedication to the production of quality materials that deliver on time and within budget, our targets could not be met.

Staff Issues  
It is essential that we do not lose experienced staff and I am delighted to report that moral has never been higher.

Maintaining stability in the workforce:

Page: 1 of 1 Words: 0 English (U.S.) 100%

Question 1/36 Zoom Text

Use the appropriate tool to automatically find the text **area** in the **Minutes.doc** document. (**Do not close the find window**)

Submit Skip Time Remaining 00:45:00 Reset File End Exam

45

استخدم الاداة المناسبة للبحث عن كلمة area داخل الملف المسمى Minutes.doc

الاجابة

اضغط على Find من البرنامج و اكتب الكلمة التي تريدها.

## السؤال رقم ٤٦

Success Factors  
The main secret of our success in this area is the provision of a range of excellent world-class products that are aggressively priced. Combine this with a high level of ongoing customer support, which we have always believed to be an essential part of any dealings with the public, and we have a format that should be capable of replicating in many other markets.

Future Strategy  
To stay ahead of the competition we must at least maintain the current level of research and development, as innovation will be one of the key aspects in the expansion of an already highly successful series of products.

The workforce continues to be one of our greatest assets, for without their dedication to the production of quality materials that deliver on time and within budget, our targets could not be met.

Staff Issues  
It is essential that we do not lose experienced staff and I am delighted to report that moral has never been higher.

Maintaining stability in the workforce:

Question 1/36  
Use the appropriate tool to replace the word **we** with the word **you** in the *Minutes.doc* document. (Do not close the find and replace window)

Submit Skip Time Remaining 00:45:00 Reset File End Exam

46

استخدم الاداة المناسبة لاستبدال كلمة **we** بكلمة **you** في الملف المسمى Minutes.doc (لاتغلق نافذة الاستبدال)

الاجابة

قم بالضغط على **replace** من التبويب المسمى **Home** لتفتح لك نافذة قم بكتابة الكلمة **We** في مربع النص امام الخيار المسمى **Find what** و اكتب كذلك الكلمة **you** في مربع النص امام الكلمة **Replace with**



**Hill Walking**

This is the practice of walking in hilly or mountainous land. Hill walking can last from just an hour to many days depending on how difficult the walk will be and the distance to be covered. There are many factors to take into account before embarking on a hill walking trip.

**PLANNING**  
Successful hill walking depends on careful planning and understanding about the trail to be taken. Proper ordinance survey maps should be used along with an understanding of how to read the maps. Possible obstacles that may affect the walk such as steep elevation or loose terrain should be highlighted on the map. There should be an accurate estimate made as to how long the walk should last taking into account, weather, distance, possible obstacles and available daylight. The planned route along with the expected time to return should also be given to someone who is not taking part on the walk.

**Weather**  
This is one of the most important considerations to take into account before hill walking. Depending on where the walk is to take place, the weather can change, several times on the same day. Temperature change, rain, wind, snow, fog are all possible factors to be taken into account when planning the pace and timing for hill walking. Because of this it is important to obtain accurate weather forecasts and any extra weather information needed for the area for which hill walking is planned.

**Equipment**

Page: 1 of 1    Line: 1    Words: 302    English (UK)    110%

Question 1/36    Zoom Text

Insert the *symbol* ® after the text *Temperature* in the paragraph beginning *This is one...* in the *test32.docx* document

Submit    Skip    Time Remaining 00:45:00    Reset File    End Exam

47

قم بادراج الرمز ® بعد النص Temperature في الفقرة التي تبدأ ب This is one و ذلك في الملف المسمى test 32

الاجابة

اضغط بالماوس بعد الكلمة Temperature ثم اختر من البرنامج التبويب المسمى Insert و منه اختر الامر sympols و اختر منه الرمز المذكور في السؤال .

## السؤال رقم ٤٨

Equipment  
There are many types of equipment available for hill walking. The following are some of the essentials that should be part of every Hill Walker's pack.

- Compass
- Day Pack
- Flash light
- Whistle
- Fleeces
- Gaiters
- GPS
- Rope
- Sleeping Bag (long trips)
- Tent (long trips)
- Walking Boots
- Waterproof Jacket
- Phone
- Food
- Water

Summer Months for Hill Walking

Months	Temperature (Celsius)
June	
July	
August	

Question 1/36  
Remove the paragraph that is beginning with *There are many..* and put it below the table in the *test32.docx* document

Time Remaining 00:45:00

قم بحذف الفقرة التي تبدأ ب *There are many* و ضعها أسفل الجدول في الملف المسمى *test32.docx*

الاجابة

قم بتحديد الفقرة الاولى ثم اضغط على الامر Cut من التبويب المسمى Home ثم اضغط بالماوس أسفل الجدول و اضغط بعدها على الامر Paste

«First\_Name» «Last\_Name»  
«Address»,  
«City»

3rd January 2009

To the members of the Pegasus Badminton Association This is a call for the Annual General Meeting, which is to be held on Monday the 12th of January 2009 at 6 p.m. in Oldpark House.

Agenda]

- Election of the treasurer and secretary
- Presentation of the annual accounts
- Club Captain's report
- Presentation of the budgets for 2009
- Election of the board
- Election of the auditor
- New badminton court proposals

Yours truly,

Question 1/36

Copy the list of **Agenda** from the **agmletter.docx** document and place it in the **My History.docx** document after the heading **Calendar**.

Submit Skip

Time Remaining 00:45:00

Reset File End Exam

49

قم بنسخ قائمة العناصر اسفل العنوان Agenda في الملف المسمى agmletter.docx و ضعها في الملف المسمى History.docx بعد العنوان Calendar

الإجابة

قم بتحديد العناصر بالماوس ثم اضغط على الامر Copy من البرنامج و اضغط بعدها على التبويب المسمى View ثم اختر منه الامر switch window و منها اختر اسم الملف History.docx فيفتح لكز الملف الثاني قم بالضغط اسفل العنوان Calendar ثم اضغط على الامر Paste من التبويب المسمى Home

يا سيدي لا تخف من المجهول، فقد يكون درياً رائعاً لم يسلكه الكثيرون!!  
شيرين المصري

قم بنسخ الفقرة التي تبدأ بالنص This is practice في بداية الملف المسمى  
 To the member of Pegasus في الملف المسمى agmletter.docx  
 إلى السطر اسفل الفقرة التي تبدأ ب العبارة To the member of

الإجابة

قم بتحديد النص بالماوس من الملف المفتوح ثم اضغط على الامر Copy (علامة المقص) من  
 البرنامج و بعدها اضغط على التبويب المسمى View و منه اضغط على الامر switch  
 window و اختر اسم الملف agmletter.docx و بعدها اضغط بالماوس في السطر الذي  
 يلي العبارة To the member of و اضغط على الامر Paste من البرنامج

Increase your living space

There are several ways in which you can increase your living space. People miss the opportunity to maximise unused space in their house, letting things accumulate in the main living areas such as the kitchen and sitting room. As a result, the house appears very cluttered. Many people think the answer to this is an costly and, often, unnecessary extension.

Question 1/36

Insert image file *giraffe* from *Pictures* folder directly below the paragraph beginning *There are several ways* in the *game.docx* document

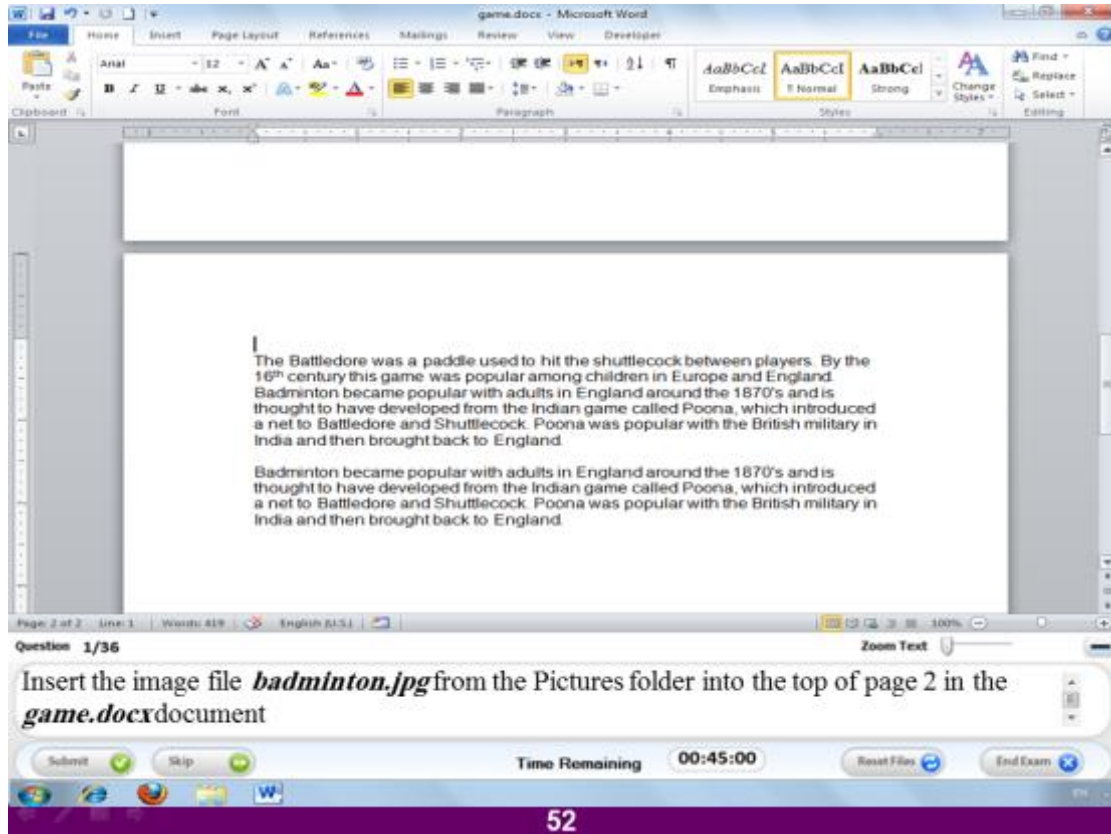
Submit Skip Time Remaining 00:45:00 Reset File End Exam

51

قم بإدراج صورة باسم giraffe من المجلد المسمى Pictures أسفل الفقرة التي تبدأ بالنص  
There are several ways

الإجابة

اضغط بالماوس أسفل الفقرة الموجودة ثم اختر التبويب Insert و منه اضغط على الامر  
Picture ثم اختر الصورة المسماة giraffe و اضغط بعدها Insert




قم بإدراج الصورة المسماة Badminton من المجلد المسمى pictures في اعلى الصفحة الثانية من الملف الحالي.

الاجابة

اضغط على التبويب المسمى Insert و منه اضغط على الامر Pictures ثم اختر الصورة المسماة Badminton و اضغط Insert

## السؤال رقم ٥٣

The screenshot shows a Microsoft Word window with the title 'game.docx'. The ribbon includes 'File', 'Home', 'Insert', 'Page Layout', 'References', 'Mailings', 'Review', 'View', and 'Developer'. The 'Home' ribbon is active, showing font and paragraph settings. The document content is as follows:



The Battledore was a paddle used to hit the shuttlecock between players. By the 16<sup>th</sup> century this game was popular among children in Europe and England. Badminton became popular with adults in England around the 1870's and is thought to have developed from the Indian game called Poona, which introduced a net to Battledore and Shuttlecock. Poona was popular with the British military in India and then brought back to England.

Badminton became popular with adults in England around the 1870's and is thought to have developed from the Indian game called Poona, which introduced a net to Battledore and Shuttlecock. Poona was popular with the British military in India and then brought back to England.

Page: 2 of 2 Line: 2 Words: 419 English (U.S.) 100%

Question 1/36 Zoom Text

Select the image at the *Top* of page 2 in the *game.docx* document.

Submit Skip Time Remaining 00:45:00 Reset File End Exam

53

قم بتحديد الصورة الموجودة في الصفحة رقم ٢ من الملف الحالي

الإجابة

فقط اضغط بالماوس على الصورة

٥٤ يا سيدي لا تخف من المجهول، فقد يكون درباً رائعاً لم يسلكه الكثيرون!!  
شيرين المصري

## السؤال رقم ٥٤

The Badminton was a paddle used to hit the shuttlecock between players. By the 16<sup>th</sup> century this game was popular among children in Europe and England. Badminton became popular with adults in England around the 1870's and is thought to have developed from the Indian game called Poona, which introduced a net to Battledore and Shuttlecock. Poona was popular with the British military in India and then brought back to England.

Badminton became popular with adults in England around the 1870's and is thought to have developed from the Indian game called Poona, which introduced a net to Battledore and Shuttlecock. Poona was popular with the British military in India and then brought back to England.

Question 1/36

Zoom Text

Resize the image at the **Top Left** of page 2 in the **game.docx** document so that it is **2.99 cm** or **1.2 inch** in the **Height** and **3.31 cm** or **1.3 inch** in the **Width**.

Submit Skip

Time Remaining 00:45:00

Reset File End Exam

54

قم بتعديل حجم الصورة الموجودة في اعلى يسار الملف المفتوح ليصبح ارتفاعها ٢.٩٩ سم او ١.٢ بوصة ، و عرضها ٣.٣١ سم او ١.٣ بوصة.

الاجابة

اضغط بالماوس على الصورة تظهر لك تبويب خاص بخيارات الصورة اسمه Format اختر تعديل العرض و الارتفاع بالارقام المذكورة و ذلك من اعلى يمين خيارات التبويب.

يا سيدي لا تخف من المجهول، فقد يكون درباً رائعاً لم يسلكه الكثيرون!!  
شيرين المصري



The Battledore was a paddle used to hit the shuttlecock between players. By the 16<sup>th</sup> century this game was popular among children in Europe and England. Badminton became popular with adults in England around the 1870's and is thought to have developed from the Indian game called Poona, which introduced a net to Battledore and Shuttlecock. Poona was popular with the British military in India and then brought back to England.

Badminton became popular with adults in England around the 1870's and is thought to have developed from the Indian game called Poona, which introduced a net to Battledore and Shuttlecock. Poona was popular with the British military in India and then brought back to England.

Question 1/36

Delete picture that is in the top right of page 2 of this document.

Time Remaining 00:45:00

55

قم بحذف الصورة الموجودة في اعلى يمين الصفحة ٢ في الملف الحالي

الاجابة

(هناك خطأ في السؤال و المفترض أن تكون أعلى اليسار و ليس اليمين) و لعمل هذا نضغط بالماوس على الصورة ثم نضغط على الذر Delete من لوحة المفاتيح.

## السؤال رقم ٥٦

Success Factors  
The main secret of our success in this area is the provision of a range of excellent world-class products that are aggressively priced. Combine this with a high level of ongoing customer support, which we have always believed to be an essential part of any dealings with the public, and we have a format that should be capable of replicating in many other markets.

Future Strategy  
To stay ahead of the competition we must at least maintain the current level of research and development, as innovation will be one of the key aspects in the expansion of an already highly successful series of products.

The workforce continues to be one of our greatest assets, for without their dedication to the production of quality materials that deliver on time and within budget, our targets could not be met.

Staff Issues  
It is essential that we do not lose experienced staff and I am delighted to report that moral has never been higher.

Maintaining stability in the workforce:

Question 1/36

Insert the text *The Universe* in the header of the *game.docx* document.

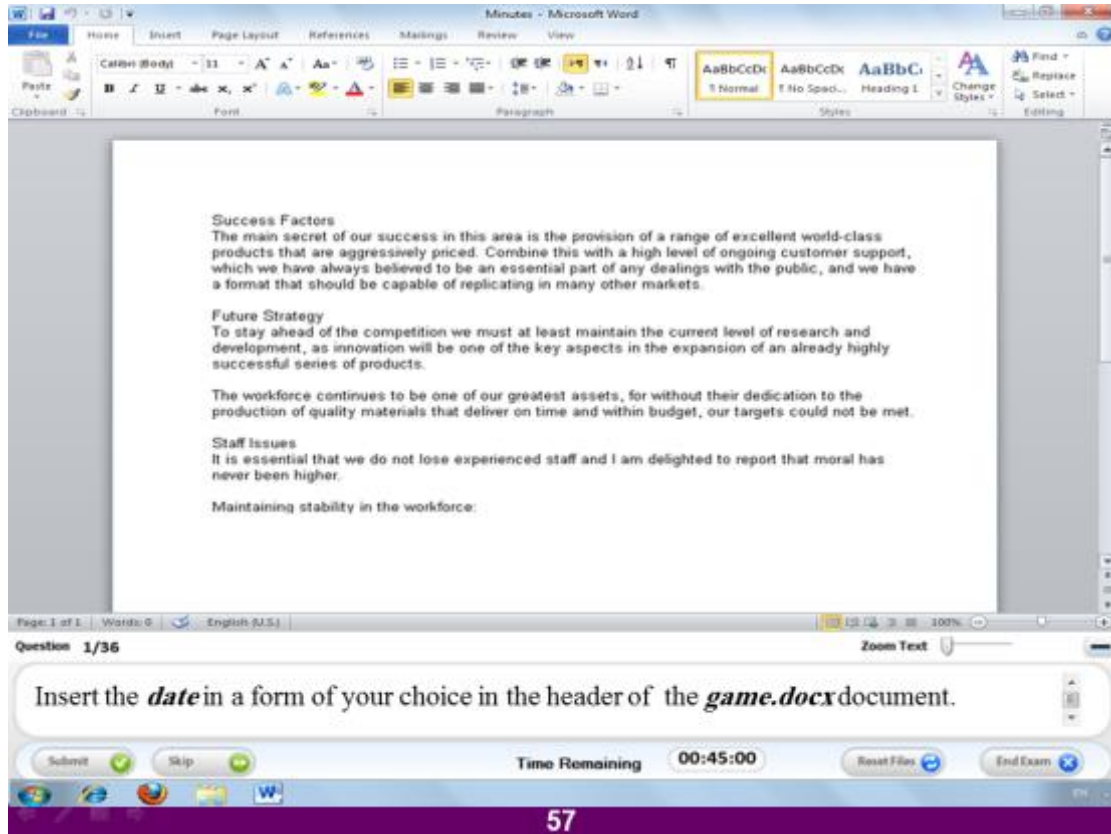
Time Remaining 00:45:00

56

قم بإدراج رأس للصفحة مكتوب به النص The universe

الاجابة

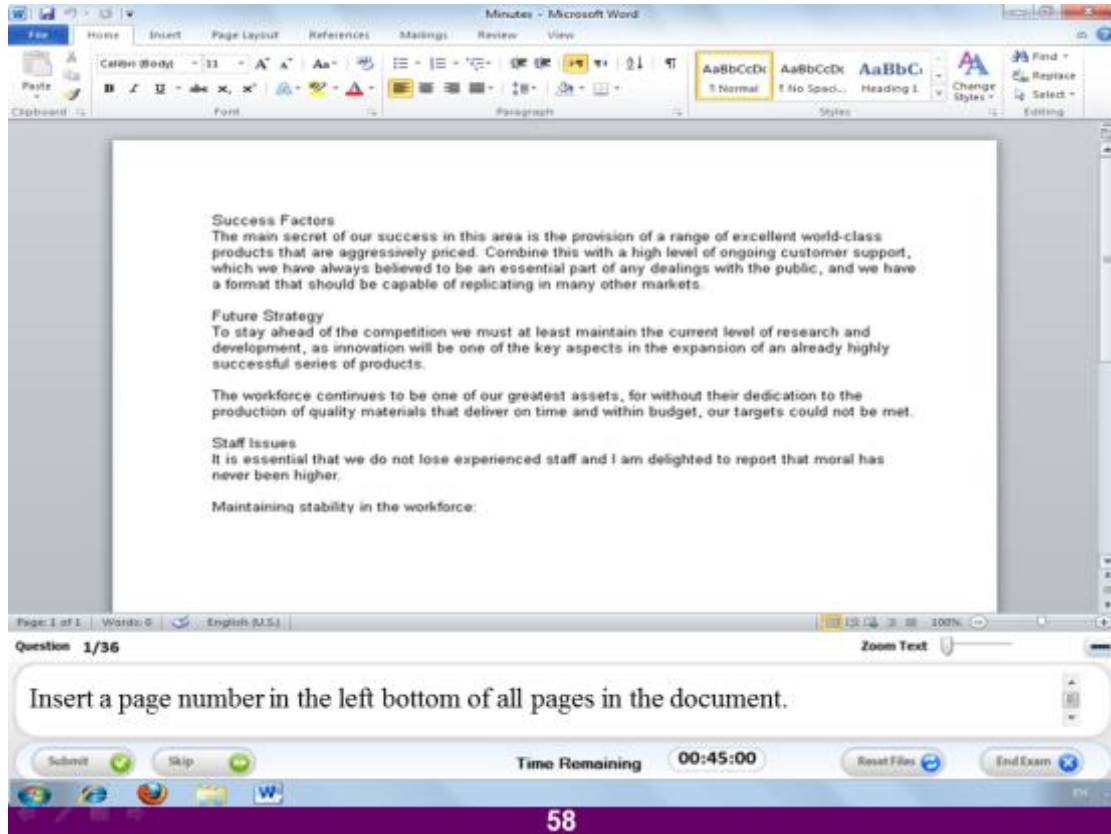
اضغط على التبويب Insert و اختر منه الامر Header بالضغط عليه تظهر عدة خيارات اختر الامر edit header و اكتب النص The universe ثم اضغط على الامر Close header and footer



قم بإدراج التاريخ بالتنسيق الذي تريده في رأس الصفحة بالملف المفتوح.

الإجابة

اضغط على التبويب المسمى Insert و منه اختر الامر Header ثم اختر edit header و في شريط الخيارات العلوى اضغط على الامر Date & time في الجهة اليسرى



قم بإدراج رقم الصفحة في اسفل يسار ذيل الصفحة بالملف الحالي

الاجابة

قم بالضغط على التبويب المسمى insert و منه اختر الامر Page numbers ثم اختر منها bottom of page و اضغط على الشكل الذي تظهر فيه الارقام بالجهة اليسرى ثم اضغط على الامر Close header & footer

The Battledore was a paddle used to hit the shuttlecock between players. By the 16<sup>th</sup> century this game was popular among children in Europe and England. Badminton became popular with adults in England around the 1870's and is thought to have developed from the Indian game called Poona, which introduced a net to Battledore and Shuttlecock. Poona was popular with the British military in India and then brought back to England.

Badminton became popular with adults in England around the 1870's and is thought to have developed from the Indian game called Poona, which introduced a net to Battledore and Shuttlecock. Poona was popular with the British military in India and then brought back to England.

Question 1/36

Insert a 4 columns, 2 rows blank table after the second paragraph beginning with *Badminton-became popular...*in the *game.docx* document.

Time Remaining 00:45:00

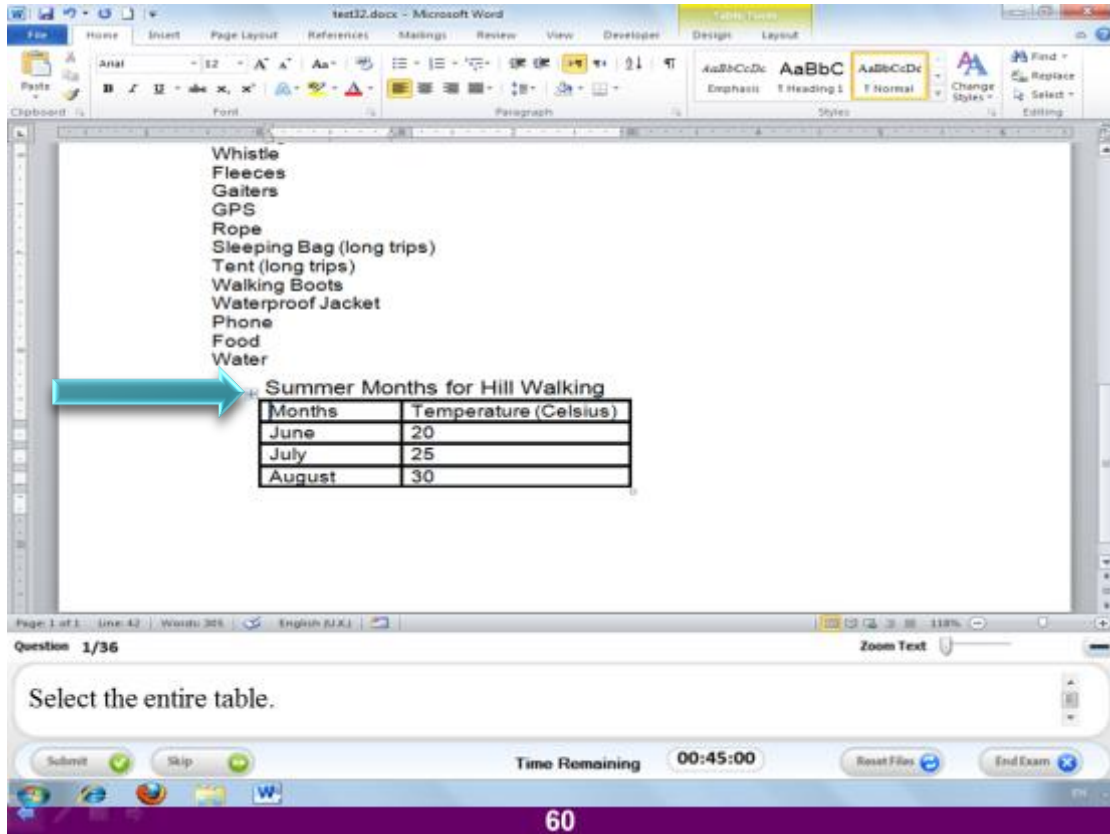
59

قم بإدراج جدول من ٤ أعمدة و صفان اسفل الفقرة الثانية من الملف الحالي

الإجابة

اضغط بالماوس اسفل الفقرة الثانية ثم اختر التبويب المسمى Insert و منه اضغط على الامر table و حدد صفان أفقيان من الخلايا التي تظهر و اربع اعمدة ثم اضغط عليهم .

## السؤال رقم ٦٠



Whistle  
Fleeces  
Gaiters  
GPS  
Rope  
Sleeping Bag (long trips)  
Tent (long trips)  
Walking Boots  
Waterproof Jacket  
Phone  
Food  
Water

Summer Months for Hill Walking

Months	Temperature (Celsius)
June	20
July	25
August	30

Question 1/36

Select the entire table.

Submit Skip

Time Remaining 00:45:00

Reset File End Exam

60

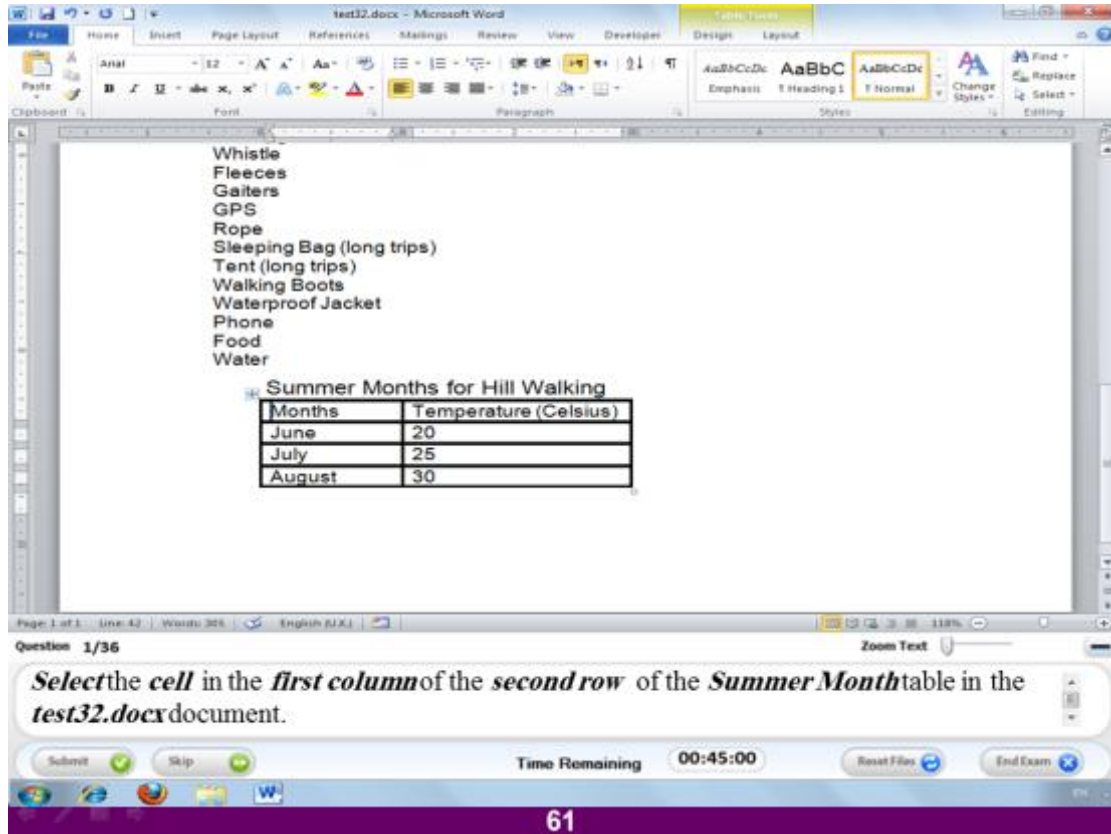
قم بتحديد الجدول.

الإجابة

فقط بالماوس اضغط على العلامة الصغيرة المشار إليها أعلى الجدول .

٦١ يا سيدي لا تخف من المجهول، فقد يكون درباً رائعاً لم يسلكه الكثيرون!!  
شيرين المصري

## السؤال رقم ٦١



Whistle  
Fleeces  
Gaiters  
GPS  
Rope  
Sleeping Bag (long trips)  
Tent (long trips)  
Walking Boots  
Waterproof Jacket  
Phone  
Food  
Water

Summer Months for Hill Walking

Months	Temperature (Celsius)
June	20
July	25
August	30

Question 1/36  
Select the cell in the first column of the second row of the Summer Month table in the test32.docx document.

Time Remaining 00:45:00

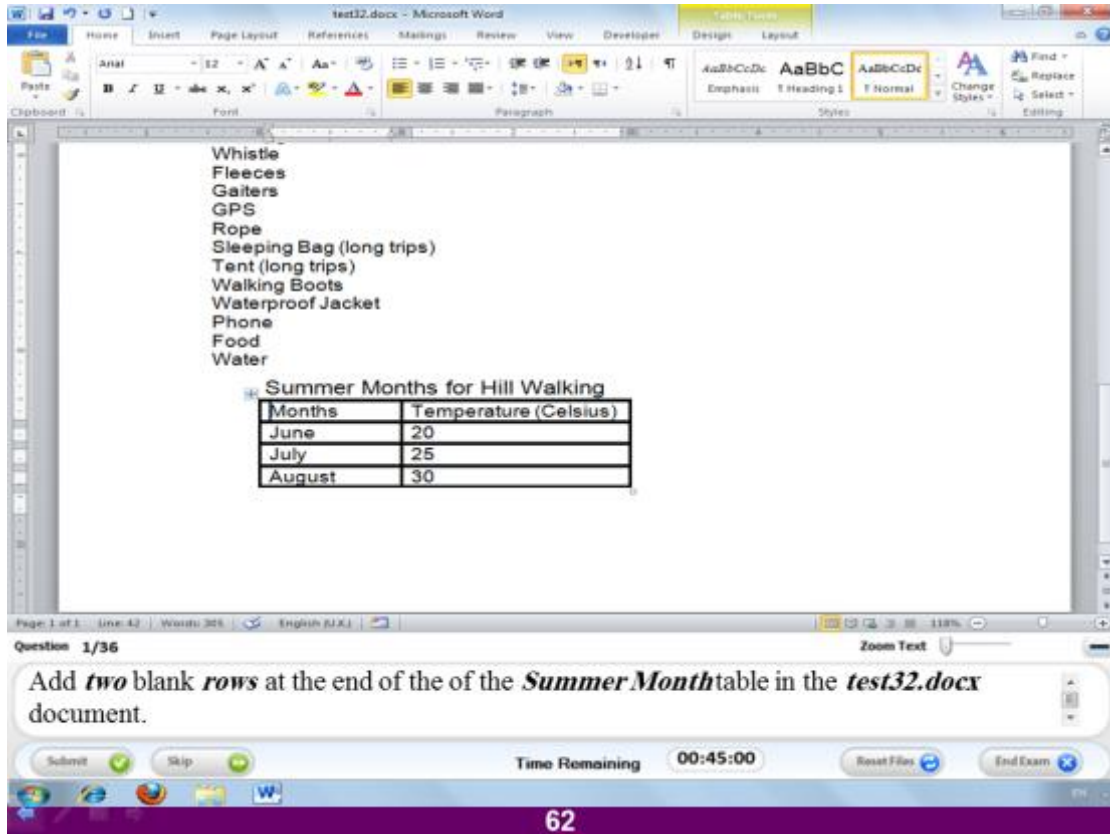
61

قم بتحديد الخلية الواقعة في العمود الاول الصف الثاني من الجدول الموجود بالملف الحالي.

الاجابة

بالوقوف على الخلية تظهر التبويبات الخاصة بتنسيقات الجدول اضغط على التبويب المسمى Layout و اضغط على الامر select في الجهة اليسرى و اختر منه الامر select cell

## السؤال رقم ٦٢



Whistle  
Fleeces  
Gaiters  
GPS  
Rope  
Sleeping Bag (long trips)  
Tent (long trips)  
Walking Boots  
Waterproof Jacket  
Phone  
Food  
Water

Summer Months for Hill Walking

Months	Temperature (Celsius)
June	20
July	25
August	30

Question 1/36

Add *two* blank *rows* at the end of the of the *Summer Month*table in the *test32.docx* document.

Submit Skip

Time Remaining 00:45:00

Reset File End Exam

62

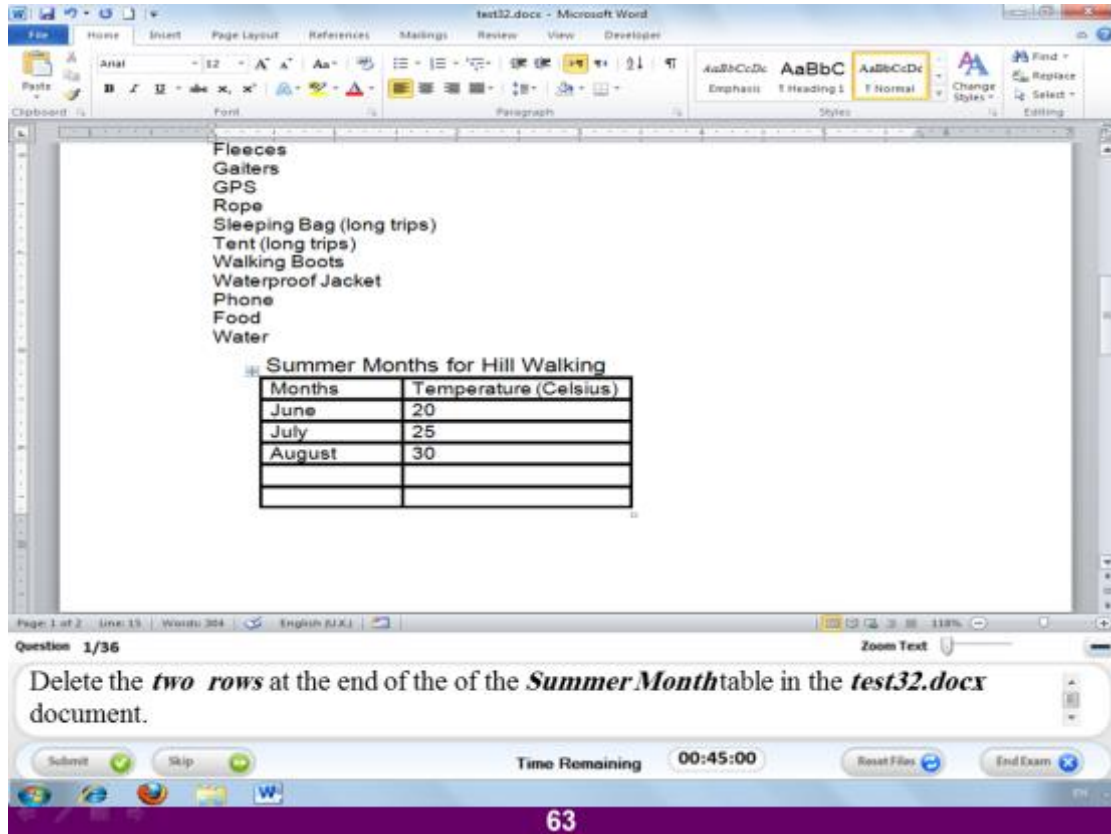
قم باضافة صفات من الخلايا بنهاية الجدول الحالي.

الاجابة

اضغط على آخر خلية فى الجدول و التي تحتوي على الرقم ٣٠ بالماوس ثم اضغط على التبويب Layout و منه اختر الامر Insert below



## السؤال رقم ٦٣



Fleeces  
Gaiters  
GPS  
Rope  
Sleeping Bag (long trips)  
Tent (long trips)  
Walking Boots  
Waterproof Jacket  
Phone  
Food  
Water

Summer Months for Hill Walking

Months	Temperature (Celsius)
June	20
July	25
August	30

Question 1/36

Delete the *two rows* at the end of the of the *Summer Month*table in the *test32.docx* document.

Submit Skip

Time Remaining 00:45:00

Reset File End Exam

63

قم بحذف آخر صفين في الجدول الحالي.

الإجابة

قم بتحديد الصفين الاخيرين في الجدول ثم اضغط على التبويب المسمى Layout و منه اضغط على الامر delete و اختر منه Delete rows

## السؤال رقم ٦٤

Equipment  
There are many types of equipment available for hill walking. The following are some of the essentials that should be part of every Hill Walker's pack.

Compass  
Day Pack  
Flash light  
Whistle  
Fleeces  
Gaiters  
GPS  
Rope  
Sleeping Bag (long trips)  
Tent (long trips)  
Walking Boots  
Waterproof Jacket  
Phone  
Food  
Water

Summer Months for Hill Walking

Months	Temperature (Celsius)
June	20
July	25
August	30

Page: 1 of 1 Line: 1 Words: 202 English (U.K.) 110%

Question 1/36 Zoom Text

Complete the **second column** in the table at the bottom of the **Board Agenda.docx** document with the following:

June	20
July	25
August	30

Submit Skip Time Remaining 00:45:00 Reset File End Exam

64

قم بتعبئة العمود الثاني في الجدول بالقيم المذكورة في الجدول المقابل ٢٠ - ٢٥ - ٣٠

الإجابة

قم بالضغط بالماوس في أول خلية فارغة ثم ضع الرقم ٢٠ و هكذا مع الخلايا المتبقية

يا سيدي لا تخف من المجهول، فقد يكون درباً رائعاً لم يسلكه الكثيرون!!  
شيرين المصري

## السؤال رقم ٦٥

Equipment  
There are many types of equipment available for hill walking. The following are some of the essentials that should be part of every Hill Walker's pack.

- Compass
- Day Pack
- Flash light
- Whistle
- Fleeces
- Gaiters
- GPS
- Rope
- Sleeping Bag (long trips)
- Tent (long trips)
- Walking Boots
- Waterproof Jacket
- Phone
- Food
- Water

Summer Months for Hill Walking

Months	Temperature (Celsius)
June	
July	
August	

Page: 1 of 1 Line: 1 Words: 202 English (U.K.) 110%

Question 1/36 Zoom Text

Change the **line width** of **all** all borders of the table in the **Board Agenda.docx** document to **1 pt.**

Submit Skip Time Remaining 00:45:00 Reset File End Exam

65

قم بتغيير عرض الخطوط المكونة لحدود الجدول لكي تصبح بعرض ١ نقطة.

الإجابة

قم بتحديد الجدول باستخدام الماوس و اضغط بعدها التبويب المسمى Design و منه اختر الامر المجاور ل Borders و اختر سمك الخط 1pt

## السؤال رقم ٦٦

Fleeces  
Gaiters  
GPS  
Rope  
Sleeping Bag (long trips)  
Tent (long trips)  
Walking Boots  
Waterproof Jacket  
Phone  
Food  
Water

Months	Temperature (Celsius)
June	
July	
August	

Change the **color** of **all** the **borders** of the table in the **test32.docx** document to a color of your choice.

Submit Skip Time Remaining 00:45:00 Reset File End Exam

قم بتغيير لون جميع حدود الجدول للون الذي تريده.

الإجابة

قم بتحديد الجدول بالماوس ثم اضغط على التبويب المسمى design و منه اضغط على الامر Borders و اختر الخيار الاخير Borders and shading فيفتح لك نافذة اختر منه اللون الذي تريده Color

## السؤال رقم ٦٧

Equipment  
There are many types of equipment available for hill walking. The following are some of the essentials that should be part of every Hill Walker's pack.  
Compass  
Day Pack  
Flash light  
Whistle  
Fleeces  
Gaiters  
GPS  
Rope  
Sleeping Bag (long trips)  
Tent (long trips)  
Walking Boots  
Waterproof Jacket  
Phone  
Food  
Water

Summer Months for Hill Walking

Months	Temperature (Celsius)
June	
July	
August	

Page: 1 of 1 Line: 1 Words: 202 English (U.K.) 110%

Question 1/36 Zoom Text

Apply a *shading* of your choice to the *first row* of the table in the *Board Agenda.docx* document

Submit Skip Time Remaining 00:45:00 Reset File End Exam

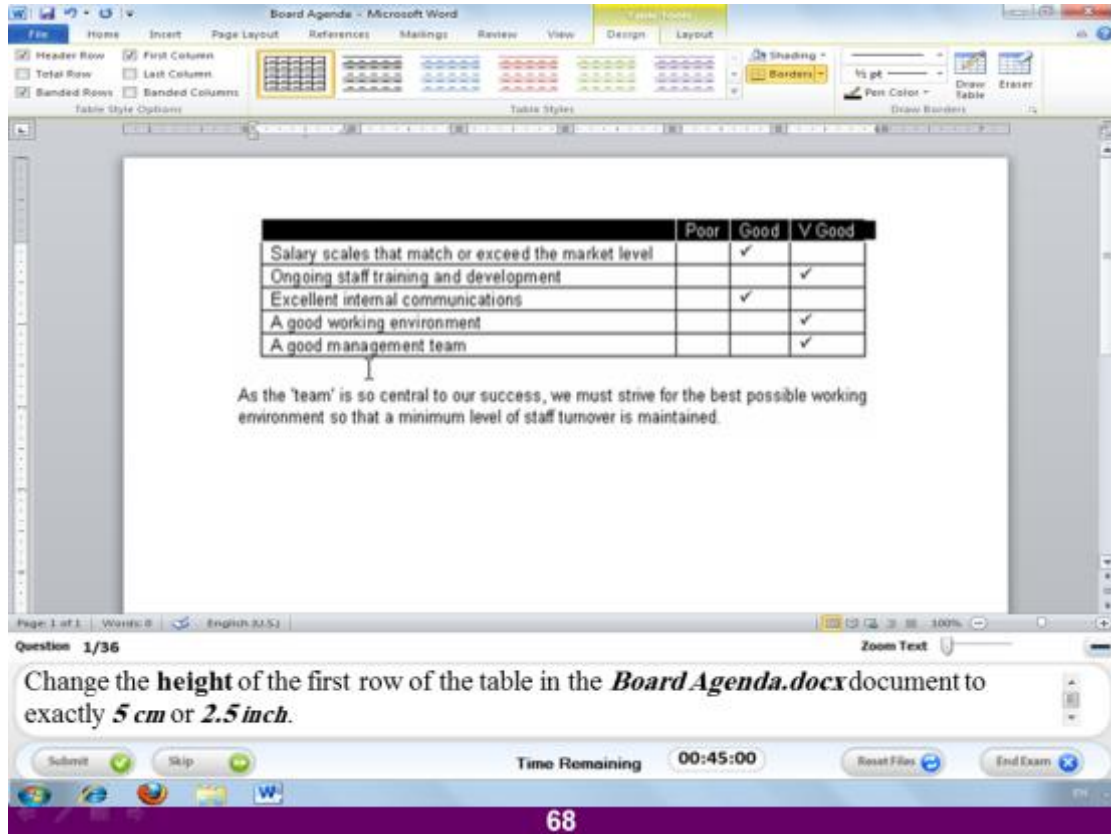
67

قم بتلوين الصف الاول من الجدول باللون الذي تريده.

الاجابة

قم بتحديد الجدول بالماوس ثم اضغط على التبويب المسمى Design و منه اختر الامر Shading و اختر اى لون يعجبك.

## السؤال رقم ٦٨



Board Agenda - Microsoft Word

	Poor	Good	V Good
Salary scales that match or exceed the market level		✓	
Ongoing staff training and development			✓
Excellent internal communications		✓	
A good working environment			✓
A good management team			✓

As the 'team' is so central to our success, we must strive for the best possible working environment so that a minimum level of staff turnover is maintained.

Question 1/36

Change the **height** of the first row of the table in the *Board Agenda.docx* document to exactly **5 cm** or **2.5 inch**.

Time Remaining 00:45:00

68

قم بتغيير ارتفاع الصف الاول من الجدول ليصبح بمقاس ٥ سم او ٢.٥ بوصة.

الاجابة

قم بتحديد الصف الاول بالماوس ثم اضغط على التبويب المسمى layout و منه اختر الارتفاع وضع اى من القيمتين السابقتين.

## السؤال رقم ٦٩

**Team Roles:**  
**Bob Hanks**  
Script writer, instructional designer, editing course content

**Shari Patel**  
Script writer, writing course content

**Maria Benotti**  
Script writer, writing course content

**Fred Stein**  
Documentation, procedures, maintenance of house style guide etc

**Tammy Ling**  
Subject matter expert

**Hector Cabbazon**  
Subject matter expert

Page: 1 of 1 | Words: 0 | English (U.S.) | 100%

Question 1/36 | Zoom Text

Change the *paper size* of the *Minutes.doc* document to A4.

Submit Skip | Time Remaining 00:45:00 | Reset File End Exam

69

قم بتغيير مقاس الملف الحالي ليصبح A4

الاجابة

قم بالضغط على التبويب المسمى Page layout و منه اختر الامر size و اختر منه المقاس

A4

## السؤال رقم ٧٠

Team Roles:

**Bob Hanks**  
Script writer, instructional designer, editing course content

**Shari Patel**  
Script writer, writing course content

**Maria Benotti**  
Script writer, writing course content

**Fred Stein**  
Documentation, procedures, maintenance of house style guide etc

**Tammy Ling**  
Subject matter expert

**Hector Cabbazon**  
Subject matter expert

Page: 1 of 1, Words: 0, English (U.S.), 100%

Question 1/36

Change the *Top and Bottom margins* in the *Minutes.doc* document to *2 inch*.

Submit Skip Time Remaining 00:45:00 Reset File End Exam

70

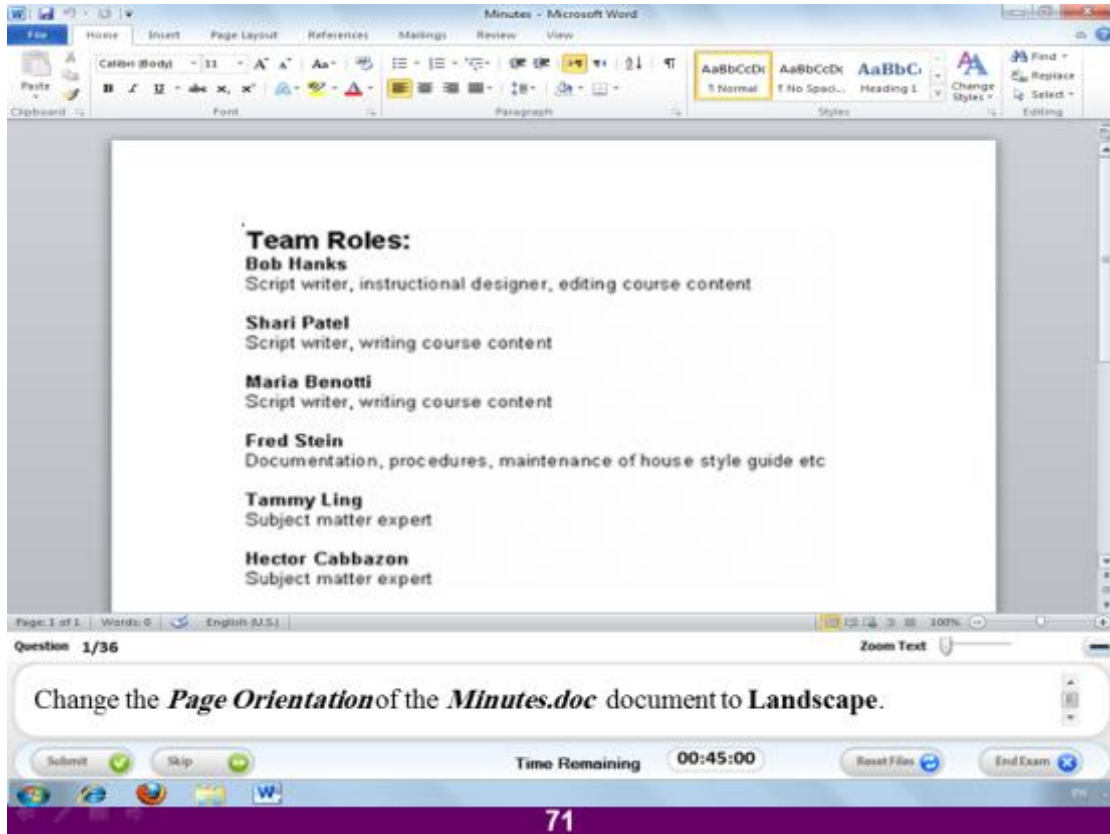
قم بتعديل الهوامش العلوية و السفلية للملف الحالي لتصبح ٢ بوصة

الاجابة

قم بالضغط على التبويب المسمى Page layout و منه اختر الامر margins و منها اختر Custom margins و هو الامر الاخير فيها و قم بتعديل القيم الخاصة بالهوامش العلوية Top و السفلية Bottom



## السؤال رقم ٧١



71

قم بتغيير وضع الصفحة لتصبح Landscape

الاجابة

اضغط على التبويب المسمى Page layout و منه اختر الامر Orientation و بالضغط عليه تظهر الخيارين الخاصين بالعرض اختر منهم الامر Landscape

٧٢

يا سيدي لا تخف من المجهول، فقد يكون درباً رائعاً لم يسلكه الكثيرون!!  
شيرين المصري

## السؤال رقم ٧٢

The main secret of our success in this area is the provision of a range of excellent products that are aggressively priced. Combine this with a high level of ongoing customer support, which we have always believed to be an essential part of any dealings with the public, and we have a format that should be capable of replicating in many other markets. To stay ahead of the competition we must at least maintain the current level of research and development, as innovation will be one of the key aspects in the expansion of an already highly successful series of products.

The workforce continues to be one of our greatest assets, for without their dedication to the production of quality materials that deliver on time and within budget, our targets could not be met. It is essential that we do not lose experienced staff and I am delighted to report that moral has never been higher.

As the 'team' is such a key factor in our success we must strive for the best possible working environment so that a minimum level of staff turnover is maintained.

Question 1/36

Apply automatic *hyphenation* to the *Minutes.doc* document.

Time Remaining 00:45:00

72

قم بتطبيق hyphenation تلقائية في الملف الحالي.

الاجابة

(يقصد ب hyphenation شرطة الوصل التي توضع في نهاية السطر في الانجليزية حينما تكون الكلمة لم تكتمل و المكان أقل من وضع باقى الاحرف) و لعمل هذا نقوم بالضغط على التبويب المسمى Page layout و نختار منه الامر hyphenation و بالضغط عليها تظهر عدة خيارات نختار منها الامر Automatic

## السؤال رقم ٧٣

The **mirutes** that you have been keeping of the committee meetings provide an essential and valuable record. However, I feel that an improvement could be made as to how these are currently presented.

Often during meetings actions are allocated to specific committee members but because of the detailed way that you report the proceedings, which results in an excellent document, it is all too easy for these to be overlooked and even completely forgotten about.

If you could copy all of these actions and list them separately on a sheet at the end of the full minutes this would help to focus all of us on carrying them out before the following meeting.

We should then make the first item of the Agenda for each meeting signing off on these actions or carrying forward any that have not been carried out.

Question 1/36

Use spell checker tool to correct the spelling of the word **mirutes** in this document.  
Note: the correct spelling is minutes.

Submit Skip

Time Remaining 00:45:00

Reset File End Exam

73

استخدم المصحح اللغوي للكلمة **Mirutes** في الملف مع العلم ان التصحيح لها سيكون **Minutes**

الإجابة

اضغط بمؤشر الماوس على الكلمة تفتح لك قائمة بها عدة خيارات اختر منها **Minutes**

٧٤ يا سيدي لا تخف من المجهول، فقد يكون درباً رائعاً لم يسلكه الكثيرون!!  
شيرين المصري

**My History**

Experience life in the middle ages, or become a me for a day. Feel your heart beat faster as you watch the knights jousting in Norway, you don't just look at history you live it!

Events and activities of the program include:

Activities

- ❖ Visits of archaeological sites
- ❖ Living in Longhouses
- ❖ Info session on My History in Scandinavia
- ❖ Info session on History in Europe, Greenland and North America

Question 1/36

Use a **spell-check** program and make change if necessary. Proper names or place names are not included in this spell checking and may be ignored.

Submit Skip

Time Remaining 00:45:00

Reset File End Exam

74

استخدم التصحيح اللغوي الخاص بالبرنامج و قم بالتغييرات للكلمات التي تحتوي على أخطاء.

الاجابة

اضغط على التبويب المسمى review تفتح لك نافذة تحتوي على الكلمة التي تحتوي خطأ الاولى بالملف و بالمربع السفلي الهجاء الصحيح لها فقط اضغط على الذر Change فيقوم البرنامج بتعديلها و يظهر الكلمة الثانية الخطأ اضغط ايضاً Change فيقوم البرنامج بتغييرها و يعطيك رسالة انه لا توجد مزيد من الاخطاء.

## السؤال رقم ٧٥

The screenshot shows a Microsoft Word window titled 'Minutes - Microsoft Word'. The document content includes two paragraphs. The first paragraph is about Jerpoint Cistercian Abbey, with the word 'Jerpoint' highlighted in yellow. The second paragraph is about Knocktopher, with the word 'Knocktopher' highlighted in yellow. Below the document, a question interface is visible, asking to 'Add the highlighted word to the custom dictionary.' The interface includes a 'Submit' button, a 'Skip' button, a 'Time Remaining' indicator showing '00:45:00', and buttons for 'Reset File' and 'End Exam'. The number '75' is displayed at the bottom of the interface.

اضف الكلمة الملونة في الملف لقاموس الكلمات الخاص بالبرنامج.

الاجابة

اضغط بمؤشر الماوس على الكلمة تفتح لك قائمة خيارات اختر منها الامر Add to dictionary

٧٦

يا سيدي لا تخف من المجهول، فقد يكون درباً رائعاً لم يسلكه الكثيرون!!  
شيرين المصري

## السؤال رقم ٧٦

Thursday, 20 May 2002

Dear ,

This letter is to announce our up coming range of new and innovative products that are being introduced for the autumn period of 2002. The details of our new selection of goods can be found in the enclosed full colour catalogue. There is an order form included at the back of the catalogue and items ordered can be guaranteed delivery within 48 hours of us receiving the order.

To make ordering even speedier we have also introduced our new online ordering service. Simply enter the product codes and quantity of items needed into the online form and delivery is guaranteed

Question 1/36

**Mail Merge:** Open the file called *agmletter.docx* from your Documents. Use the document as the form letter for a mail merge.

Submit Skip

Time Remaining 00:45:00

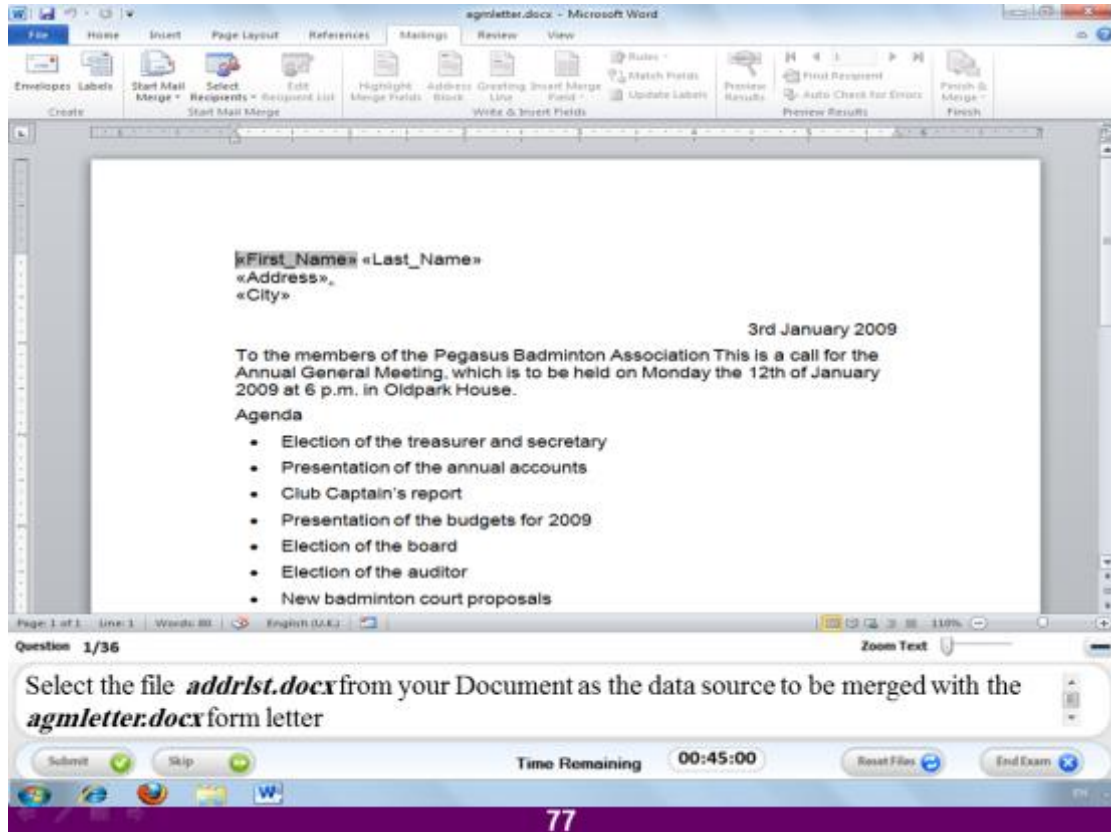
Reset File End Exam

76

قم بفتح الملف المسمى *agmletter.docx* للبدء في عمل دمج للمراسلات.

الاجابة

اضغط على التبويب المسمى **File** و منه اختر الامر **Open** و اضغط على الملف المسمى *agmletter.docx* ثم اضغط **Open**



قم باختيار الملف المسمى **addrlst.docx** ليكون مصدر البيانات التي سيتم عمل دمج لها.  
الاجابة

قم بالضغط على الامر **select recipients** من التبويب المسمى **Mailings** و منه اختر  
الامر **use existing list** ثم اختر الملف و اضغط **Open**

«First\_Name»  
«Address»  
«City»

3rd January 2009

To the members of the Pegasus Badminton Association This is a call for the Annual General Meeting, which is to be held on Monday the 12th of January 2009 at 6 p.m. in Oldpark House.

Agenda

- Election of the treasurer and secretary
- Presentation of the annual accounts
- Club Captain's report
- Presentation of the budgets for 2009
- Election of the board
- Election of the auditor
- New badminton court proposals

Page: 1 of 1 Line: 1 Words: 79 English (U.K.) 110%

Question 1/36 Zoom Text

Replace the existing name and address lines with the appropriate **address block** in the mail merge main document **agmletter.docx**.

Submit Skip Time Remaining 00:45:00 Reset File End Exam

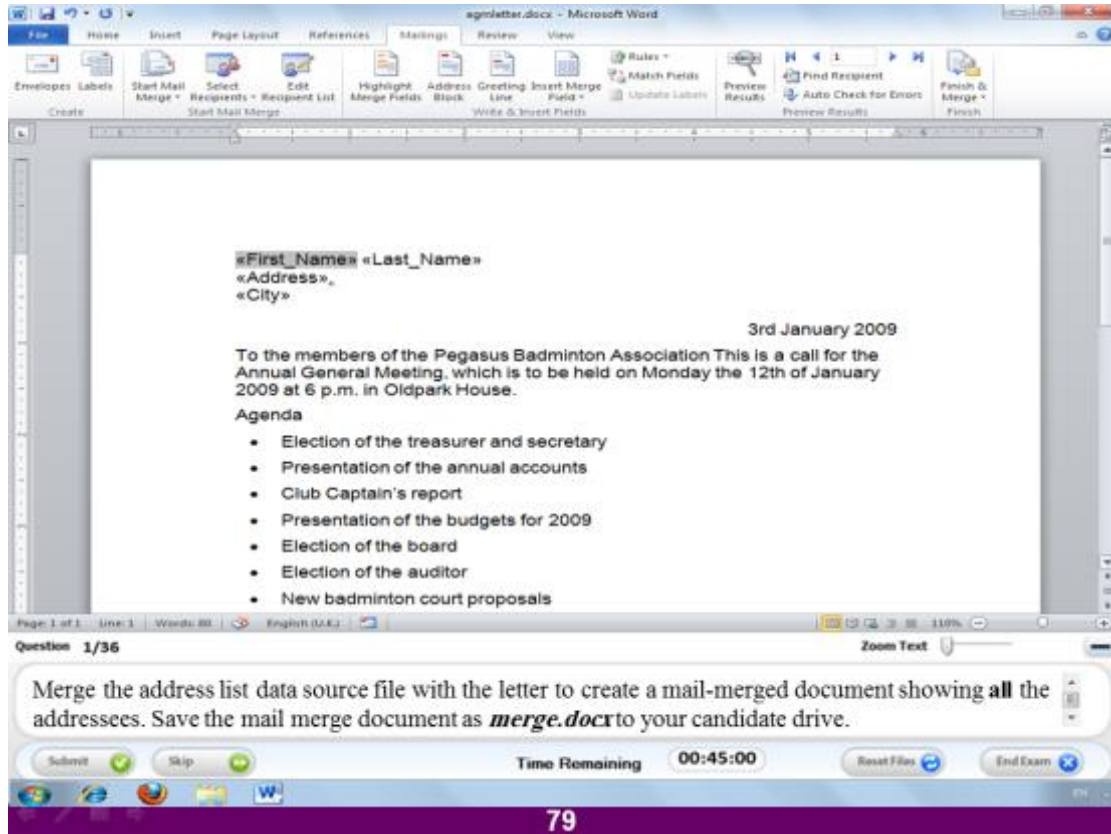
78

قم باستبدال سطور الاسم و العنوان الحاليين ب address block في دمج المراسلات

الاجابة

قم بتحديد السطر الاول و الثاني في الملف ثم اضغط على الامر address block من التبويب المسمى mailings و اختر اسم غير الموجود ثم اضغط Ok





قم بعمل دمج للخطاب الحالي مع مصدر البيانات مظهراً كافة العناوين ،ثم احفظ الملف باسم  
merge.docx

الاجابة

قم بالضغط على الامر Finish & merge و اختر منه Edit individual document و منها تفتح لك نافذة صغيرة اختر منها all و بعد ذلك قم بالضغط على التبويب المسمى File و اختر منه الامر Save as و احفظ الملف باسم merge.docx

## السؤال رقم ٨٠

<p>Mr Joe Malone CourseSoft Ltd. Eton House 10 Fitzwilliam Square Archway London N19 3HQ</p> <p>Ms Julia Smith Online Training Solutions Synge Square 17 Synge Street Chiswick London W1 8CQ</p>	<p>«FullName» «Company» «Address1» «Address2» «Address3» «City» «PostalCode»</p> <p>«Next Records» «FullName» «Company» «Address1» «Address2» «Address3» «City» «PostalCode»</p>	<table><tr><td>FullName</td><td>Company</td></tr><tr><td>Mr Joe Malone</td><td>CourseSoft Ltd.</td></tr><tr><td>Ms Julia Smith</td><td>Online Training Solutions</td></tr></table> <table><tr><td>Address1</td><td>Address2</td></tr><tr><td>Eton House</td><td>10 Fitzwilliam Square</td></tr><tr><td>Synge Square</td><td>17 Synge Street</td></tr></table> <table><tr><td>Address3</td><td>City</td></tr><tr><td>Archway</td><td>London</td></tr><tr><td>Chiswick</td><td>London</td></tr></table> <table><tr><td>Postal Code</td></tr><tr><td>N19 3HQ</td></tr><tr><td>W42 1TG</td></tr></table>	FullName	Company	Mr Joe Malone	CourseSoft Ltd.	Ms Julia Smith	Online Training Solutions	Address1	Address2	Eton House	10 Fitzwilliam Square	Synge Square	17 Synge Street	Address3	City	Archway	London	Chiswick	London	Postal Code	N19 3HQ	W42 1TG
FullName	Company																						
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Archway	London																						
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Postal Code																							
N19 3HQ																							
W42 1TG																							

**Data Source**      **Main Document**      **Merge Document**

Question 1/36      Zoom Text

Drag each of the labels to the appropriate graphic representation.  
Click on a label to restore it to its original position.

Submit      Skip      Time Remaining 00:45:00      Reset File      End Exam

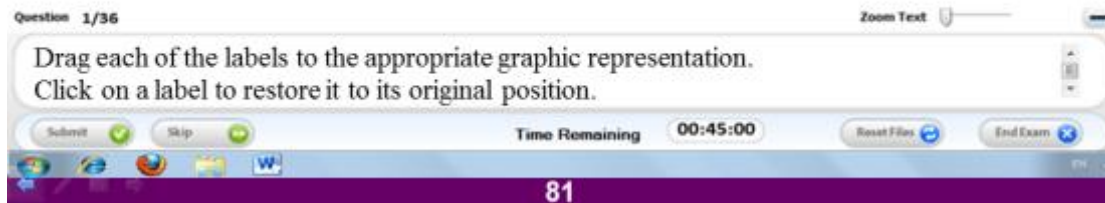
80

قم بسحب كل من المستطيلات السفلية و ضع كل منها فى الموضع المناسب.

الإجابة

يعبر شكل الملف الاول عن مصدر البيانات data source اما الثاني فيعبر عن الملف الاساسي main Document و يعبر الثالث عن الملف المدمج Merge Document  
فما سنقوم بفعله هو سحب المستطيل الاول للشكل الثالث و سحب المستطيل الثالث للشكل الاول و سحب المستطيل الثاني ليستقر على شكل الملف أعلاه.

<p>Clomeshorse Boutiques Ltd. 3 Rundale Court Bockinstown Co. Dublin Ireland</p> <p>May 3, 1999 Dear Anna</p> <p>We are delighted to be able to offer you our new improved range of products for the Summer range 1999. As always our goods are guaranteed to be of the highest standards with the very latest in technology use to develop these new lines.</p> <p>A catalogue is enclosed with an order form in the back. Please send in our orders as soon as possible as it is likely that demand will far outstrip supply. Where goods are available delivery is guaranteed within 48 hours.</p> <p>Your Sincerely, Frances Robinson, MD</p>	<p>May 3, 1999 Dear</p> <p>We are delighted to be able to offer you our new improved range of products for the Summer range 1999. As always our goods are guaranteed to be of the highest standards with the very latest in technology use to develop these new lines.</p> <p>A catalogue is enclosed with an order form in the back. Please send in our orders as soon as possible as it is likely that demand will far outstrip supply. Where goods are available delivery is guaranteed within 48 hours.</p> <p>Your Sincerely, Frances Robinson, MD</p>	<table border="1"> <thead> <tr> <th>FIRSTNAME</th> <th>COMPANY</th> <th>ADDRESS1</th> </tr> </thead> <tbody> <tr> <td>Anna</td> <td>Clomeshorse Boutiques Ltd.</td> <td>3 Rundale Court</td> </tr> <tr> <td>Maria</td> <td>La Vie En Rose</td> <td>12 Grafton St.</td> </tr> <tr> <td>Herbert</td> <td>Maria Tailoring House</td> <td>3 Merril Terrace</td> </tr> <tr> <th>ADDRESS2</th> <th>CITY</th> <th>POSTCODE</th> </tr> <tr> <td>Bockinstown</td> <td>Co. Dublin</td> <td></td> </tr> <tr> <td></td> <td>Dublin</td> <td>2</td> </tr> <tr> <td></td> <td>Cork</td> <td></td> </tr> <tr> <th>Country</th> <td></td> <td></td> </tr> <tr> <td>Ireland</td> <td></td> <td></td> </tr> <tr> <td>Ireland</td> <td></td> <td></td> </tr> <tr> <td>Ireland</td> <td></td> <td></td> </tr> </tbody> </table>	FIRSTNAME	COMPANY	ADDRESS1	Anna	Clomeshorse Boutiques Ltd.	3 Rundale Court	Maria	La Vie En Rose	12 Grafton St.	Herbert	Maria Tailoring House	3 Merril Terrace	ADDRESS2	CITY	POSTCODE	Bockinstown	Co. Dublin			Dublin	2		Cork		Country			Ireland			Ireland			Ireland		
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<b>Data Source</b>	<b>Main Document</b>	<b>Form Letter</b>																																				

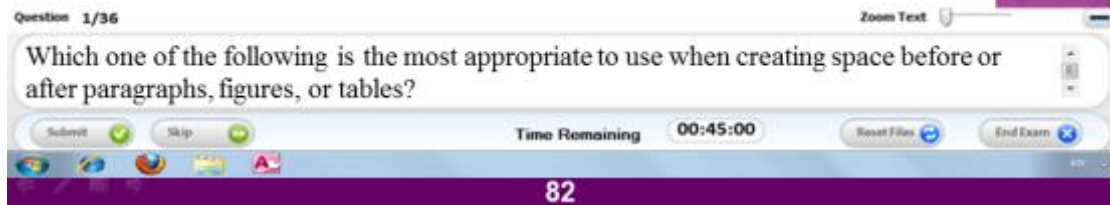


قم بسحب كل من المستطيلات السفلية و ضع كل منها فى الموضع المناسب.

الإجابة

يعبر شكل الملف الاول عن مصدر البيانات data source اما الثاني فيعبر عن الملف الاساسي main Document و يعبر الثالث عن الملف المدمج Merge Document  
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- Simply use return key to create the spacing.
- Use the paragraph spacing command.
- Use auto format tool within the word processing application.
- Insert a page break before each paragraph.

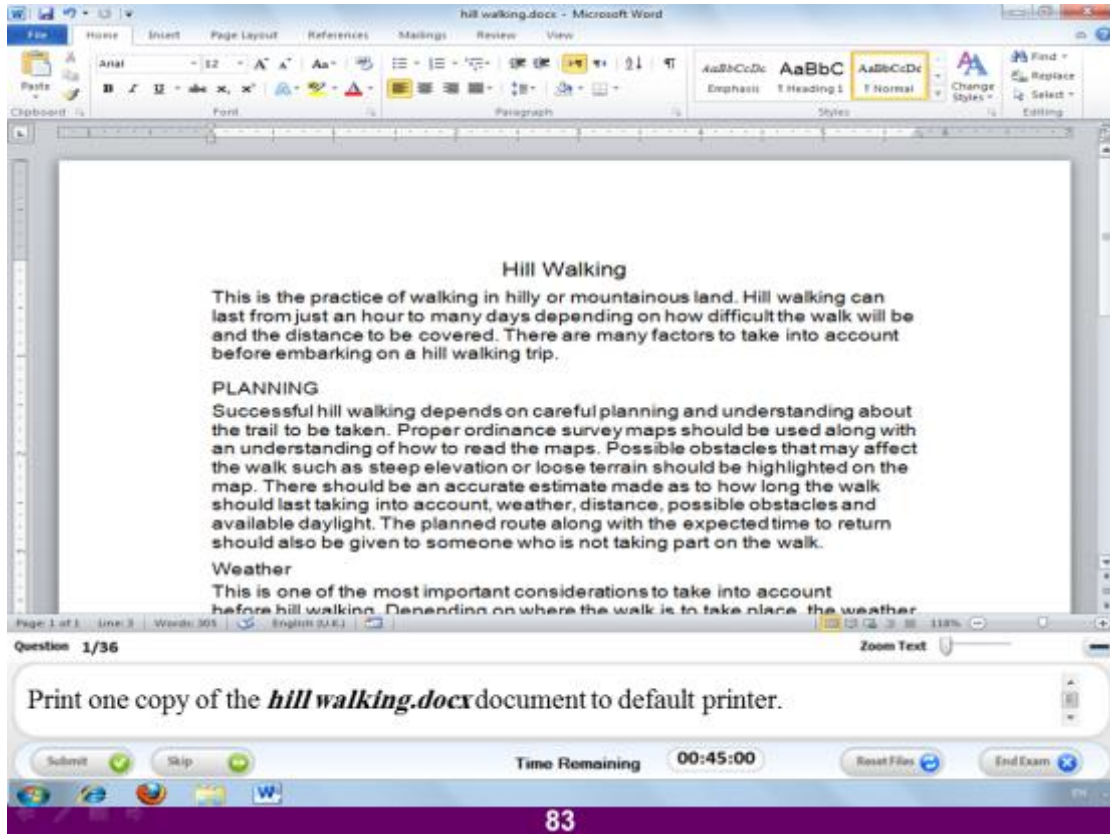


اي من الخيارات السابقة هو الاجابة المناسبة و التي نقوم بعملها لترك مسافة بعد الفقرات، الاشكال او الجداول.

الاجابة

Use paragraph spacing command

اي استخدام الامر الخاص بوضع مسافة الفقرات .



اطبع نسخة واحدة من الملف الحالي على الطابعة الافتراضية.

الاجابة

قم بالضغط على التبويب المسمى File و منه اختر الامر Print ثم حدد عدد النسخ بنسخة واحدة و اضغط على الامر Print

## السؤال رقم ٨٤

Minutes - Microsoft Word

File Home Insert Page Layout References Mailings Review View

Calibri Body 11 A A Aa Font Paragraph Styles Editing

Success Factors  
The main secret of our success in this area is the provision of a range of excellent world-class products that are aggressively priced. Combine this with a high level of ongoing customer support, which we have always believed to be an essential part of any dealings with the public, and we have a format that should be capable of replicating in many other markets.

Future Strategy  
To stay ahead of the competition we must at least maintain the current level of research and development, as innovation will be one of the key aspects in the expansion of an already highly successful series of products.

The workforce continues to be one of our greatest assets, for without their dedication to the production of quality materials that deliver on time and within budget, our targets could not be met.

Staff Issues  
It is essential that we do not lose experienced staff and I am delighted to report that moral has never been higher.

Maintaining stability in the workforce:

Page: 1 of 1 Words: 0 English (U.S.) 100%

Question 1/36 Zoom Text

Print all pages in the document **minutes** to default printer.

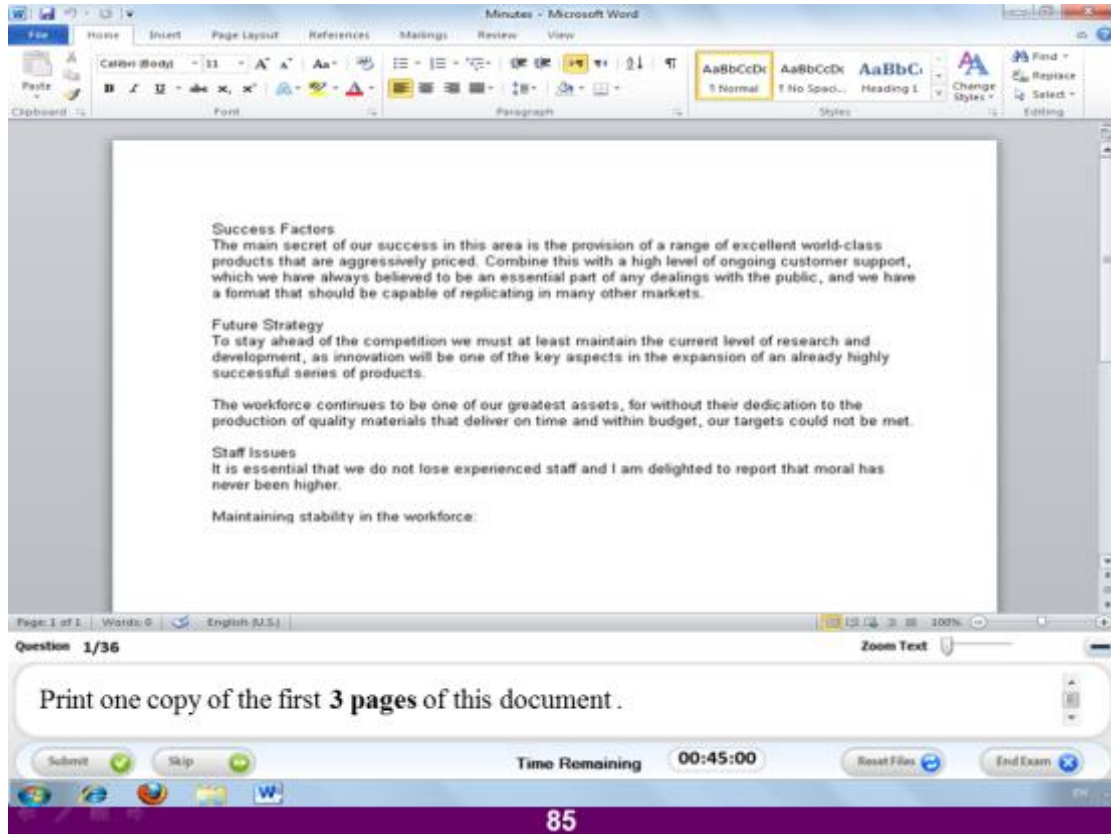
Submit Skip Time Remaining 00:45:00 Reset File End Exam

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ابطع كل الصفحات بالملف على الطابعة الافتراضية

الاجابة

قم بالضغط على التبويب المسمى File و منه اختر الامر Print و اضغط على الامر Print



اطبع نسخة واحدة من الملف الحالي و حدد اول ٣ صفحات فقط للطباعة.

الاجابة

قم بالضغط على التبويب المسمى File و منه اختر الامر Print و حدد عدد النسخ ب ١  
نسخة ثم اكتب امام الامر Pages مدى الصفحات التي تريدها و هو ١-٣ و اضغط على الامر  
Print

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Page: 1 of 1 | Words: 0 | English (U.S.) | 100%

Question 1/36 | Zoom Text

Print one copy of page 2 of this document .

Submit Skip | Time Remaining 00:45:00 | Reset File End Exam

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اطبع نسخة واحدة من الصفحة ٢ بالملف الحالي.

قم بالضغط على التبويب المسمى File و منه اختر الامر Print و حدد عدد النسخ ب ١  
نسخة ثم اكتب امام الامر Pages مدى الصفحات التي تريدها و هو ٢ و اضغط على الامر  
Print

إلى هنا تكون انتهت اسئلة النموذج أتمني ان اكون قدمت لكم الفائدة و الله المستعان.