

**Survey and Questionnaire**  
**“What I know about Word Processing”**

**Circle the letter that best describes how you feel about the sentence.**

**A=Agree**

**D=Disagree**

**U=Unsure**

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|---|---|---|---|
| 1. Components of a document include text and images.                              | A | D | U |
| 2. You can name more than one type of images that can be entered onto a document. | A | D | U |
| 3. Text can be spaced differently on a document.                                  | A | D | U |
| 4. There is one type of editing tool in MS Word.                                  | A | D | U |
| 5. Changing the margins is under the Edit Menu.                                   | A | D | U |
| 6. Columns are used to create newsletters or newspapers.                          | A | D | U |
| 7. Font features include size, color, style, and underline.                       | A | D | U |
| 8. Name the types of images that can be placed on a document?                     |   |   |   |

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9. How do you spell-check your document?

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10. Name the keyboard shortcut for each of the following tools.

New \_\_\_\_\_

Open \_\_\_\_\_

Save \_\_\_\_\_

Print \_\_\_\_\_

Undo \_\_\_\_\_

Redo \_\_\_\_\_

Cut \_\_\_\_\_

Copy \_\_\_\_\_

Paste \_\_\_\_\_

11. Name one thing that you would like to learn about the program Microsoft Word?

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