

BMCA 1020 EXAM	
Microsoft Word	Microsoft Windows
Open and close a document	Navigate the Windows Start Screen
Print options	Navigate Windows desktop
Insert and delete text	Perform actions using the mouse, such as point, click, double click, and drag
Redo and undo an operation	
Grammar and spell checking	Start and close a program
Find and replace	Shut down Windows
Create a tab	Move a window
Change font size	Minimize, maximize, and restore a window
Change text alignment	Stack and cascade windows
Change line spacing	Parts of the address bar
Add and modify bullets to a list	Change the date and time
Insert a hyperlink	Where are screenshots saved
Add borders to text and tables	Adjust the volume using the speaker slide bar
Use style sheets	Customize the Taskbar
Add a theme to a document	Use the Help and Support feature
Copy and paste text and graphics	How and where does "Onedrive" save your files
Change page orientation	What is http:// referred as
Change line spacing	Change folder and view options
Change margins	What is the function of Cortana
Add/edit headers and footers	Rename a folder or file
Add page numbers	Select, move, copy, and paste folder or files
Insert graphics or photographs	Delete files/folders to restore files/folders from the
Add SmartArt	Recycle bin
Apply art effects	What is the snipping tool
Merge cells	Use search tools to find applications, folders
Insert a table	Perform a screenshot
Rename a file	Difference between upload and download
Delete a file	
Document management tasks	