

Computer Science 7th Class Chapter 2 Online Test

Sr	Questions	Answers Choice
1	What is the Thesaurus tool used for in Microsoft Word.	A. To look up synonyms and antonyms B. To insert images into a document C. To create tables D. To insert headers and footers
2	Which of the followign is not a type of email you should remove from your list?	A. Inactive B. Bounced C. Genuine D. Malformed
3	Where do headers appear in a Microsoft Word document?	A. At the top margin B. At the bottom margin C. In the middle of the page D. None of the above
4 appears at the top margin of the Word document.	A. Footer B. Title C. Header D. Address bar
5	Whciah tab in the Microsoft Word ribbon contains the "Table" button for inserting a table.	A. Home B. Page layout C. Insert D. Reference
6	Which Microsoft Program is the castest way to create a multimedia presentation.	A. Excel B. Access C. Word D. Power Point
7	What is the purpose of a bulleted list in a Word document?	A. To highlight important pieces of text B. To list items in a certain order C. To display data in a table D. To add images to a document
8	To Print the Word document, we go to the tab.	A. Insert B. Format C. Print D. File
9	Where do footers appear in a Microsoft Word document?	A. At the top margin B. At the bottom margin C. In the middle of the page D. None of the above
10	Whciah command is used to create a new file and preserve the original file in Microsfot Word?	A. Save B. Cut C. Paste D. Save As
11	We caninsert the image in the Word document from the tab	A. View B. Home C. File D. Insert
12	How can a new document be created in Microsoft Word?	A. By selecting File> New if word is already open B. By Selecting File< Save As C. By selecting Edit> New Document D. By Selecting format< New
13	To open a wod document, we go to the tab.	A. Open B. Home C. Insert D. File
14	How can you organize emails in Gmail?	A. By clicking the attachment icon B. By replying to all emails C. By using different folders D. By double -checking the recipient's email address.

15	We can format the text from the tab.	A. File B. Format C. Insert D. Home
16	What is the first step to log into an email account in Microsoft Outlook?	A. Go to the mail google .com page B. Click on the Gmail sign-in option C. Enter the email address and select Next D. Enter the password and click on the Next button
17	Which command is used to print a Microsoft word document?	A. Save B. Close C. Print D. Save As
18	The keyboard shortcut to copy is.	A. Ctrl + X B. Ctrl + C C. Ctrl + P D. Ctrl + S
19	----- is a word processor, that allows us to enter, format, save and print text.	A. MS Excel B. Ms Power Point C. MS Paint D. MS Word
20	The tab lets you control the look and the feel of your document in Microsoft Word.	A. Layout B. margin C. Caption D. Format