## Computer Science 7th Class Chapter 2 Online Test

| Sr | Questions | Answers Choice |
|---|---|---|
| 1 | What is the shortcut key for hte Save command in Microsoft Word. | A. Ctrl + A<br>B. Ctrl + S<br>C. Shift + F12<br>D. Alt +Shift+F2 |
| 2 | Which command is used to print a Microsoft word document? | A. Save<br>B. Close<br>C. Print<br>D. Save As |
| 3 | --------- make the text appear thicker and darker. | A. Italics<br>B. Format<br>C. Bold<br>D. Font Face |
| 4 | Which tab is Microsoft Word lets you control the look and feel of a documment. | A. Home tab<br>B. Insert tab<br>C. Page Layout tab<br>D. Review tab |
| 5 | Which command is used to apply changes to the current file in Microsoft Word. | A. Paste<br>B. Cut<br>C. Save<br>D. Save As |
| 6 | Whic of the following is not a common platform for electronic mail? | A. Gmail<br>B. Yahoo Mail<br>C. Hot mail<br>D. Proton Mail |
| 7 | How can you organize emails in Gmail? | A. By clicking the attachment icon<br>B. By replyng to all emails<br>C. By using different folders<br>D. By double -checking the recipient's email address. |
| 8 | How can a new document be created in Microsoft Word? | A. By selecting File&gt; New if word is already open<br>B. By Selecting File&lt; Save As<br>C. By selecting Edit&gt; New Document<br>D. By Selecting format&lt; New |
| 9 | ------ is a word processor, that allows us to enter, format, save and print text. | A. MS Excel<br>B. Ms Power Point<br>C. MS Paint<br>D. MS Word |
| 10 | Which software is used for word processing? | A. Adobe Acrobat<br>B. Google Docs<br>C. Microsfot Word<br>D. Microsoft Excel |
| 11 | There are........ types of alignments in text formatting in Word. | A. 3<br>B. 4<br>C. 5<br>D. 6 |
| 12 | We caninsert the image in the Word document from the ......... tab | A. View<br>B. Home<br>C. File<br>D. Insert |
| 13 | What is the purpose of a bulletd list in a Word document? | A. To highlight important pieces of text<br>B. To list items in a certain order<br>C. To display data in a table<br>D. To add images to a document |
| 14 | Which of the following is not a type of email you should remove from your list. | A. Inactive<br>B. Bounced<br>C. Genuine<br>D. Malformed |

| 15 | Which is mail authentication used for. | A. To block harmful or unwanted emails<br>B. To delete emails from the inbox<br>C. To store emails in the Drafts folder<br>D. To change the email signatur eblock |
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| 16 | Which of the followign is not a type of email you should remove from your list? | A. Inactive<br>B. Bounced<br>C. Genuine<br>D. Malformed |
| 17 | Which button on the Formatting toolbar is used to create a bulleted list? | A. Numbering button<br>B. Font color button<br>C. Font size button<br>D. Bullets button |
| 18 | We can resize the image by clicking and dragging on its........ | A. Outline<br>B. Center<br>C. Resize handle<br>D. Arrows |
| 19 | To Print the Word document, we go to the ................ tab. | A. Insert<br>B. Format<br>C. Print<br>D. File |
| 20 | What is Bcc in email? | A. A type of file exension<br>B. A carbon copy<br>C. Blind Carbon copy<br>D. A spam filter |