

Computer Science 7th Class Chapter 2 Online Test

| Sr | Questions | Answers Choice |
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| 1 | 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 |
| 2 | We can insert the table in the Word document from the tab. | A. View B. Insert C. File D. Home |
| 3 | Which command is used to print a Microsoft Word document? | A. Save B. Close C. Print D. Save As |
| 4 | Which options are not available in the Insert Picture From menu? | A. This Device B. Stock Images C. One Drive D. Online Pictures |
| 5 | ----- make the text appear thicker and darker. | A. Italics B. Format C. Bold D. Font Face |
| 6 | 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. |
| 7 | appears at the top margin of the Word document. | A. Footer B. Title C. Header D. Address bar |
| 8 | Which is mail authentication used for. | A. To block harmful or unwanted emails B. To delete emails from the inbox C. To store emails in the Drafts folder D. To change the email signature block |
| 9 | The keyboard shortcut to copy is. | A. Ctrl + X B. Ctrl + C C. Ctrl + P D. Ctrl + S |
| 10 | Which button on the Formatting toolbar is used to create a bulleted list? | A. Numbering button B. Font color button C. Font size button D. Bullets button |
| 11 | 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 |
| 12 | Which keyboard shortcut is used to paste text or an image? | A. Ctrl+P B. Ctrl + V C. Ctrl + X D. Ctrl + C |
| 13 | ----- 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 |
| 14 | ----- is a presentation software, that allows us to create, edit, save and print presentation slides. | A. Composing, Editing, Saving, Printing B. Typing, Saving, Editing, ... |

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| 14 | What are the primary functions of a word processor? | Formatting C. Scanning Saving, Editing, Printing. D. Composing, Saving, Printing, Sharing |
| 15 | What is the shortcut key for the Save command in Microsoft Word. | A. Ctrl + A B. Ctrl + S C. Shift + F12 D. Alt + Shift + F2 |
| 16 | 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 |
| 17 | Which of the following is not a type of email you should remove from your list. | A. Inactive B. Bounced C. Genuine D. Malformed |
| 18 | Which tab in Microsoft Word lets you control the look and feel of a document. | A. Home tab B. Insert tab C. Page Layout tab D. Review tab |
| 19 | We can insert the image in the Word document from the tab | A. View B. Home C. File D. Insert |
| 20 | Which of the following is not required to create an email. | A. Email address B. Password C. Physical address D. Internet connection |