Computer Science 7th Class Chapter 2 Online Test

Sr	Questions	Answers Choice
1	The keyboard shortcut to copy is.	A. Ctrl + X B. Ctrl + C C. Ctrl + P D. Ctrl + S
2	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
3	------ 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
4	Which of the following is not a type of email you should remove from your list.	A. Inactive B. Bounced C. Genuine D. Malformed
5	Whcih tab in the Microsoft Word ribbon contains the "Table" button for inserting a table.	A. Home B. Page layout C. Insert D. Reference
6	To Print the Word document, we go to the .... tab.	A. Insert B. Format C. Print D. File
7	Whic of the following is not a common platform for electronic mail?	A. Gmail B. Yahoo Mail C. Hot mail D. Proton Mail
8	To open a wod document, we go to the .... tab.	A. Open B. Home C. Insert D. File
9	Which software is used for word processing?	A. Adobe Acrobat B. Google Docs C. Microsfot Word D. Microsoft Excel
10	Which command is used to print a Microsoft word document?	A. Save B. Close C. Print D. Save As
11	What is Bcc in email?	A. A type of file exension B. A carbon copy C. Blind Carbon copy D. A spam filter
12	Which options are not available in the Insert Picture From menu?	A. This Device B. Stock Images C. One Drive D. Online Pictures
13	Whcih 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
14	We can resize the image by clicking and dragging on its........	A. Outline B. Center C. Resize handle D. Arrows
15	--------- make the text appear thicker and darker.	A. Italics B. Format C. Bold

		D. Font Face
16	Which command is used to apply changes to the current file in Microsoft Word.	A. Paste B. Cut C. Save D. Save As
17	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
18	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 signatur eblock
19	Whihc of the following is not required to create an email.	A. Email address B. Password C. Physical address D. Internet connection
20	What is the shortcut key for hte Save command in Microsoft Word.	A. Ctrl + A B. Ctrl + S C. Shift + F12 D. Alt +Shift+F2