

Computer Science 7th Class Chapter 2 Online Test

Sr	Questions	Answers Choice
1	----- make the text appear thicker and darker.	A. Italics B. Format C. Bold D. Font Face
2	Which Microsoft Program is the easiest way to create a multimedia presentation.	A. Excel B. Access C. Word D. Power Point
3	We can format the text from the tab.	A. File B. Format C. Insert D. Home
4	Which of the following is not a common platform for electronic mail?	A. Gmail B. Yahoo Mail C. Hot mail D. Proton Mail
5	Which command is used to print a Microsoft word document?	A. Save B. Close C. Print D. Save As
6	Which keyboard shortcut is used to paste text on an image?	A. Ctrl+P B. Ctrl + V C. Ctrl + X D. Ctrl + C
7	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
8	Which command is used to apply changes to the current file in Microsoft Word.	A. Paste B. Cut C. Save D. Save As
9	----- 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
10	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
11	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
12	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.
13	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
14	The tab lets you control the look and the feel of your document in Microsoft Word.	A. Layout B. margin C. Caption D. Format
15	Which of the following is not required to create an email.	A. Email address B. Password C. Physical address

		D. Internet connection
16	We can insert the image in the Word document from the tab	A. View B. Home C. File D. Insert
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 the Microsoft Word ribbon contains the "Table" button for inserting a table.	A. Home B. Page layout C. Insert D. Reference
19	To Print the Word document, we go to the tab.	A. Insert B. Format C. Print D. File
20	There are..... types of alignments in text formatting in Word.	A. 3 B. 4 C. 5 D. 6
21	Which software is used for word processing?	A. Adobe Acrobat B. Google Docs C. Microsoft Word D. Microsoft Excel
22	The keyboard shortcut to copy is.	A. Ctrl + X B. Ctrl + C C. Ctrl + P D. Ctrl + S
23	What are the primary functions of a word processor?	A. Composing, Editing, Saving, Printing B. Typing, Saving, Editing, Formatting C. Scanning, Saving, Editing, Printing. D. Composing, Saving, Printing, Sharing
24	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
25	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
26	We can resize the image by clicking and dragging on its.....	A. Outline B. Center C. Resize handle D. Arrows
27	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
28	Which of the following is not a type of email you should remove from your list?	A. Inactive B. Bounced C. Genuine D. Malformed
29	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
30	Which options are not available in the Insert Picture From menu?	A. This Device B. Stock Images C. One Drive D. Online Pictures

31	What is Bcc in email?	A. A type of file extension B. A carbon copy C. Blind Carbon copy D. A spam filter
32	We can insert the table in the Word document from the tab.	A. View B. Insert C. File D. Home
33	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
34	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
35	Which command is used to create a new file and preserve the original file in Microsoft Word?	A. Save B. Cut C. Paste D. Save As
36	To open a Word document, we go to the tab.	A. Open B. Home C. Insert D. File
37 appears at the top margin of the Word document.	A. Footer B. Title C. Header D. Address bar