Computer Science 7th Class Chapter 2 Online Test

Sr	Questions	Answers Choice
1	What is the purpose of a bulletd 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	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
3	How can you organize emails in Gmail?	A. By clicking the attachment icon B. By replyng to all emails C. By using different folders D. By double -checking the recipient's email address.
4	To Print the Word document, we go to the ..... tab.	A. Insert B. Format C. Print D. File
5	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
6	There are..... types of alignments in text formatting in Word.	A. 3 B. 4 C. 5 D. 6
7	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
8	Which of the following is not a type of email you should remove from your list.	A. Inactive B. Bounced C. Genuine D. Malformed
9	The keyboard shortcut to copy is.	A. Ctrl + X B. Ctrl + C C. Ctril + P D. Ctrl + S
10	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
11	Whcih tab in the Microsoft Word ribbon contains the "Table" button for inserting a table.	A. Home B. Page layout C. Insert D. Reference
12	Which software is used for word processing?	A. Adobe Acrobat B. Google Docs C. Microsfot Word D. Microsoft Excel
13	Which command is used to print a Microsoft word document?	A. Save B. Close C. Print D. Save As
14	Which keyboard shortcut is used to paste text o an image?	A. Ctrl+P B. Ctrl + V C. Ctrl + X

		D. Ctrl + C
15	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
16	------ 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
17	--------- make the text appear thicker and darker.	A. Italics B. Format C. Bold D. Font Face
18	Whic of the following is not a common platform for electronic mail?	A. Gmail B. Yahoo Mail C. Hot mail D. Proton Mail
19	What is Bcc in email?	A. A type of file exension B. A carbon copy C. Blind Carbon copy D. A spam filter
20	We caninsert the image in the Word document from the ..... tab	A. View B. Home C. File D. Insert