

## 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. Ctril + P D. Ctrl + S
2	We cna insert the table in the Word document from the tab.	A. View B. Insert C. File D. Home
3	Which keyboard shortcut is used to paste text o an image?	A. Ctrl+P B. Ctrl + V C. Ctrl + X D. Ctrl + C
4	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
5	What is the first step tolog 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
6	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
7	make the text appear thicker and darker.	A. Italics B. Format C. Bold D. Font Face
8	appears at the top margin of the Word document.	A. Footer B. Title C. Header D. Address bar
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	Which software is used for word processing?	A. Adobe Acrobat B. Google Docs C. Microsfot Word D. Microsoft Excel
11	Which of the following is not a type of email you should remove from your list.	A. Inactive B. Bounced C. Genuine D. Malformed
12	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
13	We can format the text from the tab.	A. File B. Format C. Insert D. Home
14	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

15	We can resize the image by clicking and dragging on its	A. Outline B. Center C. Resize handle D. Arrows
16	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
17	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
18	Whiih 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 open a wod document, we go to the tab.	A. Open B. Home C. Insert D. File
20	Which command is used to apply changes to the current file in Microsoft Word.	A. Paste B. Cut C. Save D. Save As