# Computer Science 7th Class Chapter 2 Online Test

| Sr | Questions | Answers Choice |
|---|---|---|
| 1 | Which options are not available in the Insert Picture From menu? | A. This Device<br>B. Stock Images<br>C. One Drive<br>D. Online Pictures |
| 2 | --------- make the text appear thicker and darker. | A. Italics<br>B. Format<br>C. Bold<br>D. Font Face |
| 3 | We caninsert the image in the Word document from the ..... tab | A. View<br>B. Home<br>C. File<br>D. Insert |
| 4 | What are the primary functions of a word procesor? | A. Composing, Editing, Saving, Printing<br>B. Typing, Saving, Editing, Formatting<br>C. Scanning Saving, Editing, Printing.<br>D. Composing, Saving, Printing, Sharing |
| 5 | ------ is a word processor, that allows us to enter, format, save and print text. | A. MS Excel<br>B. Ms Power Point<br>C. MS Paint<br>D. MS Word |
| 6 | What is the purpose of a bulletd list in a Word document? | A. To highlight important pieces of text<br>B. To list items in a certain order<br>C. To display data in a table<br>D. To add images to a document |
| 7 | Which keyboard shortcut is used to paste text o an image? | A. Ctrl+P<br>B. Ctrl + V<br>C. Ctrl + X<br>D. Ctrl + C |
| 8 | Which button on the Formatting toolbar is used to create a bulleted list? | A. Numbering button<br>B. Font color button<br>C. Font size button<br>D. Bullets button |
| 9 | How can a new document be created in Microsoft Word? | A. By selecting File> New if word is already open<br>B. By Selecting File< Save As<br>C. By selecting Edit> New Document<br>D. By Selecting format< New |
| 10 | Whcih command is used to create a new file and preserve the original file in Microsfot Word? | A. Save<br>B. Cut<br>C. Paste<br>D. Save As |
| 11 | ..... appears at the top margin of the Word document. | A. Footer<br>B. Title<br>C. Header<br>D. Address bar |
| 12 | Whic of the following is not a common platform for electronic mail? | A. Gmail<br>B. Yahoo Mail<br>C. Hot mail<br>D. Proton Mail |
| 13 | What is the shortcut key for hte Save command in Microsoft Word. | A. Ctrl + A<br>B. Ctrl + S<br>C. Shift + F12<br>D. Alt +Shift+F2 |
| 14 | Which tab is Microsoft Word lets you control the look and feel of a documment. | A. Home tab<br>B. Insert tab<br>C. Page Layout tab |

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| | | D. Review tab |
| 15 | Where do footers appear in a Microsoft Word document? | A. At the top margin<br>B. At the bottom margin<br>C. In the middle of the page<br>D. None of the above |
| 16 | To open a wod document, we go to the ..... tab. | A. Open<br>B. Home<br>C. Insert<br>D. File |
| 17 | Whcih tab in the Microsoft Word ribbon contains the "Table" button for inserting a table. | A. Home<br>B. Page layout<br>C. Insert<br>D. Reference |
| 18 | What is the Thesaurus tool used for in Microsoft Word. | A. To look up synonyms and antonyms<br>B. To insert images into a document<br>C. To create tables<br>D. To insert headers and footers |
| 19 | The ..... tab lets you control the look and the feel of your document in Microsoft Word. | A. Layout<br>B. margin<br>C. Caption<br>D. Format |
| 20 | How can you organize emails in Gmail? | A. By clicking the attachment icon<br>B. By replyng to all emails<br>C. By using different folders<br>D. By double -checking the recipient's email address. |