

Computer Science 7th Class Chapter 2 Online Test

Sr	Questions	Answers Choice
1	There are..... types of alignments in text formatting in Word.	A. 3 B. 4 C. 5 D. 6
2	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
3	Which of the following is not a type of email you should remove from your list.	A. Inactive B. Bounced C. Genuine D. Malformed
4	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
5	Which Microsoft Program is the easiest way to create a multimedia presentation.	A. Excel B. Access C. Word D. Power Point
6 appears at the top margin of the Word document.	A. Footer B. Title C. Header D. Address bar
7	What is Bcc in email?	A. A type of file extension B. A carbon copy C. Blind Carbon copy D. A spam filter
8	We can resize the image by clicking and dragging on its.....	A. Outline B. Center C. Resize handle D. Arrows
9	Which of the following is not a common platform for electronic mail?	A. Gmail B. Yahoo Mail C. Hot mail D. Proton Mail
10	We can format the text from the tab.	A. File B. Format C. Insert D. Home
11	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
12	Which of the following is not a type of email you should remove from your list?	A. Inactive B. Bounced C. Genuine D. Malformed
13	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.
14	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
15	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

15	What is the first step to log into an email account in Microsoft Outlook?	<p>select Next</p> <p>D. Enter the password and click on the Next button</p>
16	----- make the text appear thicker and darker.	<p>A. Italics</p> <p>B. Format</p> <p>C. Bold</p> <p>D. Font Face</p>
17	Which keyboard shortcut is used to paste text o an image?	<p>A. Ctrl+P</p> <p>B. Ctrl + V</p> <p>C. Ctrl + X</p> <p>D. Ctrl + C</p>
18	Whcih tab in the Microsoft Word ribbon contains the "Table" button for inserting a table.	<p>A. Home</p> <p>B. Page layout</p> <p>C. Insert</p> <p>D. Reference</p>
19	----- is a word processor, that allows us to enter, format, save and print text.	<p>A. MS Excel</p> <p>B. Ms Power Point</p> <p>C. MS Paint</p> <p>D. MS Word</p>
20	Which command is used to apply changes to the current file in Microsoft Word.	<p>A. Paste</p> <p>B. Cut</p> <p>C. Save</p> <p>D. Save As</p>