

Computer Science 7th Class Chapter 2 Online Test

Sr	Questions	Answers Choice
1	Whic of the following is not a common platform for electronic mail?	A. Gmail B. Yahoo Mail C. Hot mail D. Proton Mail
2	Which tab is Microsoft Word lets you control the look and feel of a documment.	A. Home tab B. Insert tab C. Page Layout tab D. Review tab
3	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
4	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
5	Which tab in the Microsoft Word ribbon contains the "Table" button for inserting a table.	A. Home B. Page layout C. Insert D. Reference
6	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
7	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
8	We can resize the image by clicking and dragging on its	A. Outline B. Center C. Resize handle D. Arrows
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	We cna insert the table in the Word document from the tab.	A. View B. Insert C. File D. Home
11	Which options are not available in the Insert Picture From menu?	A. This Device B. Stock Images C. One Drive D. Online Pictures
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	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
14	Which command is used to apply changes to the current file in Microsoft Word.	A. Paste B. Cut C. Save

	D. Save As
make the text appear thicker and darker.	A. Italics B. Format C. Bold D. Font Face
We caninsert the image in the Word document from the tab	A. View B. Home C. File D. Insert
We can format the text from the tab.	A. File B. Format C. Insert D. Home
Which Microsoft Program is the castest way to create a multimedia presentation.	A. Excel B. Access C. Word D. Power Point
appears at the top margin of the Word document.	A. Footer B. Title C. Header D. Address bar
What are the primary functions of a word procesor?	A. Composing, Editing, Saving, Printing B. Typing, Saving, Editing, Formatting C. Scanning Saving, Editing, Printing. D. Composing, Saving, Printing, Sharing
	We can format the text from the tab. Which Microsoft Program is the castest way to create a multimedia presentation.