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 B. Stock Images C. One Drive D. Online Pictures
2	Which Microsoft Program is the castest way to create a multimedia presentation.	A. Excel B. Access C. Word D. Power Point
3	Whihc of the following is not required to create an email.	A. Email address B. Password C. Physical address D. Internet connection
4	We caninsert the image in the Word document from the ..... tab	A. View B. Home C. File D. Insert
5	------ 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
6	--------- make the text appear thicker and darker.	A. Italics B. Format C. Bold D. Font Face
7	Which keyboard shortcut is used to paste text o an image?	A. Ctrl+P B. Ctrl + V C. Ctrl + X D. Ctrl + C
8	Whcih command is used to create a new file and preserve the original file in Microsfot Word?	A. Save B. Cut C. Paste D. Save As
9	We cna insert the table in the Word document from the ..... tab.	A. View B. Insert C. File D. Home
10	Whic of the following is not a common platform for electronic mail?	A. Gmail B. Yahoo Mail C. Hot mail D. Proton Mail
11	The ..... tab lets you control the look and the feel of your document in Microsoft Word.	A. Layout B. margin C. Caption D. Format
12	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
13	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
14	Which of the following is not a type of email you should remove from your list.	A. Inactive B. Bounced C. Genuine D. Malformed
		A. By selecting File> New if word is

15	How can a new document be created in Microsoft Word?	already open B. By Selecting File< Save As C. By selecting Edit> New Document D. By Selecting format< New
16	Which command is used to apply changes to the current file in Microsoft Word.	A. Paste B. Cut C. Save D. Save As
17	There are..... types of alignments in text formatting in Word.	A. 3 B. 4 C. 5 D. 6
18	The keyboard shortcut to copy is.	A. Ctrl + X B. Ctrl + C C. Ctril + P D. Ctrl + S
19	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
20	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