

Computer Science 7th Class Chapter 2 Online Test

Sr	Questions	Answers Choice
1	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
2	We can resize the image by clicking and dragging on its	A. Outline B. Center C. Resize handle D. Arrows
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	Which of the following is not a type of email you should remove from your list.	A. Inactive B. Bounced C. Genuine D. Malformed
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	Which software is used for word processing?	A. Adobe Acrobat B. Google Docs C. Microsfot Word D. Microsoft Excel
7	Which command is used to apply changes to the current file in Microsoft Word.	A. Paste B. Cut C. Save D. Save As
8	How can you organize emails in Gmail?	A. By clicking the attachment icon B. By replyng to all emails C. By using different folders D. By double -checking the recipient's email address.
9	To Print the Word document, we go to the tab.	A. Insert B. Format C. Print D. File
10	Which command is used to print a Microsoft word document?	A. Save B. Close C. Print D. Save As
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	We can format the text from the tab.	A. File B. Format C. Insert D. Home
13	Which tab in the Microsoft Word ribbon contains the "Table" button for inserting a table.	A. Home B. Page layout C. Insert D. Reference
14	There are types of alignments in text formatting in Word.	A. 3 B. 4 C. 5 D. 6
		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&It Save As C. By selecting Edit> New Document D. By Selecting format&It New
16	Which of the followign is not a type of email you should remove from your list?	A. Inactive B. Bounced C. Genuine D. Malformed
17	Which Microsoft Program is the castest way to create a multimedia presentation.	A. Excel B. Access C. Word D. Power Point
18	The keyboard shortcut to copy is.	A. Ctrl + X B. Ctrl + C C. Ctril + P D. Ctrl + S
19	The tab lets you control the look and the feel of your document in Microsoft Word.	A. Layout B. margin C. Caption D. Format
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