

Computer Science 7th Class Chapter 2 Online Test

Sr	Questions	Answers Choice
1	To open a word document, we go to the tab.	A. Open B. Home C. Insert D. File
2	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
3	Which button on the Formatting toolbar is used to create a bulleted list?	A. Numbering button B. Font color button C. Font size button D. Bullets button
4	Which command is used to apply changes to the current file in Microsoft Word.	A. Paste B. Cut C. Save D. Save As
5	Which of the following is not a type of email you should remove from your list.	A. Inactive B. Bounced C. Genuine D. Malformed
6	Which is mail authentication used for.	A. To block harmful or unwanted emails B. To delete emails from the inbox C. To store emails in the Drafts folder D. To change the email signature block
7	Which software is used for word processing?	A. Adobe Acrobat B. Google Docs C. Microsoft Word D. Microsoft Excel
8	Which of the following is not a type of email you should remove from your list?	A. Inactive B. Bounced C. Genuine D. Malformed
9	The tab lets you control the look and the feel of your document in Microsoft Word.	A. Layout B. margin C. Caption D. Format
10	----- make the text appear thicker and darker.	A. Italics B. Format C. Bold D. Font Face
11	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
12	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
13	Which keyboard shortcut is used to paste text or an image?	A. Ctrl+P B. Ctrl + V C. Ctrl + X D. Ctrl + C
14	The keyboard shortcut to copy is.	A. Ctrl + X B. Ctrl + C C. Ctrl + P D. Ctrl + S

15	We can insert the image in the Word document from the tab	A. View B. Home C. File D. Insert
16 appears at the top margin of the Word document.	A. Footer B. Title C. Header D. Address bar
17	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 select Next D. Enter the password and click on the Next button
18	Which command is used to print a Microsoft Word document?	A. Save B. Close C. Print D. Save As
19	What is the shortcut key for the Save command in Microsoft Word.	A. Ctrl + A B. Ctrl + S C. Shift + F12 D. Alt + Shift + F2
20	Which Microsoft Program is the easiest way to create a multimedia presentation.	A. Excel B. Access C. Word D. Power Point