# Computer Science 7th Class Chapter 2 Online Test

| Sr | Questions | Answers Choice |
|---|---|---|
| 1 | The keyboard shortcut to copy is. | A. Ctrl + X<br>B. Ctrl + C<br>C. Ctril + P<br>D. Ctrl + S |
| 2 | Where do headers appear in a Microsoft Word document? | A. At the top margin<br>B. At the bottom margin<br>C. In the middle of the page<br>D. None of the above |
| 3 | Whcih tab in the Microsoft Word ribbon contains the "Table" button for inserting a table. | A. Home<br>B. Page layout<br>C. Insert<br>D. Reference |
| 4 | --------- make the text appear thicker and darker. | A. Italics<br>B. Format<br>C. Bold<br>D. Font Face |
| 5 | Which command is used to print a Microsoft word document? | A. Save<br>B. Close<br>C. Print<br>D. Save As |
| 6 | We cna insert the table in the Word document from the ..... tab. | A. View<br>B. Insert<br>C. File<br>D. Home |
| 7 | Whcih command is used to create a new file and preserve the original file in Microsfot Word? | A. Save<br>B. Cut<br>C. Paste<br>D. Save As |
| 8 | ..... appears at the top margin of the Word document. | A. Footer<br>B. Title<br>C. Header<br>D. Address bar |
| 9 | There are..... types of alignments in text formatting in Word. | A. 3<br>B. 4<br>C. 5<br>D. 6 |
| 10 | Which keyboard shortcut is used to paste text o an image? | A. Ctrl+P<br>B. Ctrl + V<br>C. Ctrl + X<br>D. Ctrl + C |
| 11 | What are the primary functions of a word procesor? | A. Composing, Editing, Saving, Printing<br>B. Typing, Saving, Editing, Formatting<br>C. Scanning Saving, Editing, Printing.<br>D. Composing, Saving, Printing, Sharing |
| 12 | We caninsert the image in the Word document from the ..... tab | A. View<br>B. Home<br>C. File<br>D. Insert |
| 13 | To open a wod document, we go to the ..... tab. | A. Open<br>B. Home<br>C. Insert<br>D. File |
| 14 | What is the first step tolog into an email account in Microsoft Outlook? | A. Go to the mail google .com page<br>B. Click on the Gmail sign-in option<br>C. Enter the email address and select Next<br>D. Enter the password and click on the Next button |

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| 15 | The ..... tab lets you control the look and the feel of your document in Microsoft Word. | A. Layout<br>B. margin<br>C. Caption<br>D. Format |
| 16 | What is the shortcut key for hte Save command in Microsoft Word. | A. Ctrl + A<br>B. Ctrl + S<br>C. Shift + F12<br>D. Alt +Shift+F2 |
| 17 | Whihc of the following is not required to create an email. | A. Email address<br>B. Password<br>C. Physical address<br>D. Internet connection |
| 18 | To Print the Word document, we go to the ..... tab. | A. Insert<br>B. Format<br>C. Print<br>D. File |
| 19 | Which Microsoft Program is the castest way to create a multimedia presentation. | A. Excel<br>B. Access<br>C. Word<br>D. Power Point |
| 20 | Where do footers appear in a Microsoft Word document? | A. At the top margin<br>B. At the bottom margin<br>C. In the middle of the page<br>D. None of the above |