Computer Science 7th Class Chapter 2 Online Test

Sr	Questions	Answers Choice
1	The ..... tab lets you control the look and the feel of your document in Microsoft Word.	A. Layout B. margin C. Caption D. Format
2	--------- make the text appear thicker and darker.	A. Italics B. Format C. Bold D. Font Face
3	Whihc of the following is not required to create an email.	A. Email address B. Password C. Physical address D. Internet connection
4	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
5	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
6	Which of the following is not a type of email you should remove from your list.	A. Inactive B. Bounced C. Genuine D. Malformed
7	Which software is used for word processing?	A. Adobe Acrobat B. Google Docs C. Microsfot Word D. Microsoft Excel
8	Whcih tab in the Microsoft Word ribbon contains the "Table" button for inserting a table.	A. Home B. Page layout C. Insert D. Reference
9	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
10	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
11	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
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 o an image?	A. Ctrl+P B. Ctrl + V C. Ctrl + X D. Ctrl + C
14	..... appears at the top margin of the Word document.	A. Footer B. Title C. Header

		D. Address bar
15	The keyboard shortcut to copy is.	A. Ctrl + X B. Ctrl + C C. Ctril + P D. Ctrl + S
16	Whic of the following is not a common platform for electronic mail?	A. Gmail B. Yahoo Mail C. Hot mail D. Proton Mail
17	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 signatur eblock
18	There are..... types of alignments in text formatting in Word.	A. 3 B. 4 C. 5 D. 6
19	To open a wod document, we go to the ..... tab.	A. Open B. Home C. Insert D. File
20	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