

## Computer Science 7th Class Chapter 2 Online Test

Sr	Questions	Answers Choice
1	Which command is used to print a Microsoft word document?	A. Save B. Close C. Print D. Save As
2	Which of the following is not a type of email you should remove from your list.	A. Inactive B. Bounced C. Genuine D. Malformed
3	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
4	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
5	Whic of the following is not a common platform for electronic mail?	A. Gmail B. Yahoo Mail C. Hot mail D. Proton Mail
6	What is Bcc in email?	A. A type of file extension B. A carbon copy C. Blind Carbon copy D. A spam filter
7	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
8	We cna insert the table in the Word document from the ..... tab.	A. View B. Insert C. File D. Home
9	Which keyboard shortcut is used to paste text o an image?	A. Ctrl+P B. Ctrl + V C. Ctrl + X D. Ctrl + C
10	Which of the followign is not a type of email you should remove from your list?	A. Inactive B. Bounced C. Genuine D. Malformed
11	Whcih tab in the Microsoft Word ribbon contains the "Table" button for inserting a table.	A. Home B. Page layout C. Insert D. Reference
12	Whihc of the following is not required to create an email.	A. Email address B. Password C. Physical address D. Internet connection
13	..... appears at the top margin of the Word document.	A. Footer B. Title C. Header D. Address bar
14	Which Microsoft Program is the castest way to create a multimedia presentation.	A. Excel B. Access C. Word D. Power Point
15	What are the primary functions of a word procesor?	A. Composing, Editing, Saving, Printing B. Typing, Saving, Editing, Formatting C. ... D. ...

		C. Scanning Saving, Editing, Printing. D. Composing, Saving, Printing, Sharing
16	Which options are not available in the Insert Picture From menu?	A. This Device B. Stock Images C. One Drive D. Online Pictures
17	We can resize the image by clicking and dragging on its.....	A. Outline B. Center C. Resize handle D. Arrows
18	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
19	Which tab is 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
20	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