

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	----- 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
3	We can format the text from the tab.	A. File B. Format C. Insert D. Home
4	----- make the text appear thicker and darker.	A. Italics B. Format C. Bold D. Font Face
5	There are..... types of alignments in text formatting in Word.	A. 3 B. 4 C. 5 D. 6
6	The tab lets you control the look and the feel of your document in Microsoft Word.	A. Layout B. margin C. Caption D. Format
7	We can insert the image in the Word document from the tab	A. View B. Home C. File D. Insert
8	We can resize the image by clicking and dragging on its.....	A. Outline B. Center C. Resize handle D. Arrows
9	The keyboard shortcut to copy is.	A. Ctrl + X B. Ctrl + C C. Ctrl + P D. Ctrl + S
10	We can insert the table in the Word document from the tab.	A. View B. Insert C. File D. Home
11 appears at the top margin of the Word document.	A. Footer B. Title C. Header D. Address bar
12	To Print the Word document, we go to the tab.	A. Insert B. Format C. Print D. File
13	What are the primary functions of a word processor?	A. Composing, Editing, Saving, Printing B. Typing, Saving, Editing, Formatting C. Scanning Saving, Editing, Printing. D. Composing, Saving, Printing, Sharing
14	Which software is used for word processing?	A. Adobe Acrobat B. Google Docs C. Microsoft Word D. Microsoft Excel

A. By selecting File > New if word is

15	How can a new document be created in Microsoft Word?	<p>already open</p> <p>B. By Selecting File&lt; Save As</p> <p>C. By selecting Edit&gt; New Document</p> <p>D. By Selecting format&lt; New</p>
16	Which tab is Microsoft Word lets you control the look and feel of a document.	<p>A. Home tab</p> <p>B. Insert tab</p> <p>C. Page Layout tab</p> <p>D. Review tab</p>
17	Which keyboard shortcut is used to paste text o an image?	<p>A. Ctrl+P</p> <p>B. Ctrl + V</p> <p>C. Ctrl + X</p> <p>D. Ctrl + C</p>
18	What is the purpose of a bulleted list in a Word document?	<p>A. To highlight important pieces of text</p> <p>B. To list items in a certain order</p> <p>C. To display data in a table</p> <p>D. To add images to a document</p>
19	Which options are not available in the Insert Picture From menu?	<p>A. This Device</p> <p>B. Stock Images</p> <p>C. One Drive</p> <p>D. Online Pictures</p>
20	Which button on the Formatting toolbar is used to create a bulleted list?	<p>A. Numbering button</p> <p>B. Font color button</p> <p>C. Font size button</p> <p>D. Bullets button</p>
21	What is the shortcut key for hte Save command in Microsoft Word.	<p>A. Ctrl + A</p> <p>B. Ctrl + S</p> <p>C. Shift + F12</p> <p>D. Alt +Shift+F2</p>
22	Which command is used to apply changes to the current file in Microsoft Word.	<p>A. Paste</p> <p>B. Cut</p> <p>C. Save</p> <p>D. Save As</p>
23	Whcih command is used to create a new file and preserve the original file in Microsfot Word?	<p>A. Save</p> <p>B. Cut</p> <p>C. Paste</p> <p>D. Save As</p>
24	Whcih tab in the Microsoft Word ribbon contains the "Table" button for inserting a table.	<p>A. Home</p> <p>B. Page layout</p> <p>C. Insert</p> <p>D. Reference</p>
25	Where do headers appear in a Microsoft Word document?	<p>A. At the top margin</p> <p>B. At the bottom margin</p> <p>C. In the middle of the page</p> <p>D. None of the above</p>
26	Where do footers appear in a Microsoft Word document?	<p>A. At the top margin</p> <p>B. At the bottom margin</p> <p>C. In the middle of the page</p> <p>D. None of the above</p>
27	What is the Thesaurus tool used for in Microsoft Word.	<p>A. To look up synonyms and antonyms</p> <p>B. To insert images into a document</p> <p>C. To create tables</p> <p>D. To insert headers and footers</p>
28	Which command is used to print a Microsoft word document?	<p>A. Save</p> <p>B. Close</p> <p>C. Print</p> <p>D. Save As</p>
29	Which Microsoft Program is the castest way to create a multimedia presentation.	<p>A. Excel</p> <p>B. Access</p> <p>C. Word</p> <p>D. Power Point</p>
30	Which of the following is not a type of email you should remove from your list.	<p>A. Inactive</p> <p>B. Bounced</p> <p>C. Genuine</p> <p>D. Malformed</p>
31	What is Bcc in email?	<p>A. A type of file extension</p> <p>B. A carbon copy</p> <p>C. Blind Carbon copy</p> <p>D. A spam filter</p>
		A. By clicking the attachment icon

32	How can you organize emails in Gmail?	A. By clicking the attachment icon B. By replying to all emails C. By using different folders D. By double -checking the recipient's email address.
33	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
34	Which of the following is not a common platform for electronic mail?	A. Gmail B. Yahoo Mail C. Hot mail D. Proton Mail
35	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
36	Which of the following is not required to create an email.	A. Email address B. Password C. Physical address D. Internet connection
37	Which of the following is not a type of email you should remove from your list?	A. Inactive B. Bounced C. Genuine D. Malformed