

Computer Science 7th Class Chapter 2 Online Test

Sr	Questions	Answers Choice
1	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
2	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
3	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
4	Which tab in the Microsoft Word ribbon contains the "Table" button for inserting a table.	A. Home B. Page layout C. Insert D. Reference
5	Which command is used to create a new file and preserve the original file in Microsoft Word?	A. Save B. Cut C. Paste D. Save As
6	Which command is used to apply changes to the current file in Microsoft Word.	A. Paste B. Cut C. Save D. Save As
7	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
8	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
9	Which options are not available in the Insert Picture From menu?	A. This Device B. Stock Images C. One Drive D. Online Pictures
10	What is the purpose of a bulleted 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