

## Computer Science 7th Class Chapter 2 Online Test

Sr	Questions	Answers Choice
1	Which keyboard shortcut is used to paste text o an image?	A. Ctrl+P B. Ctrl + V C. Ctrl + X D. Ctrl + C
2	Which tab is Microsoft Word lets you control the look and feel of a documment.	A. Home tab B. Insert tab C. Page Layout tab D. Review tab
3	How can a new document be created in Microsoft Word?	A. By selecting File&gt; New if word is already open B. By Selecting File&lt; Save As C. By selecting Edit&gt; New Document D. By Selecting format&lt; New
4	Which software is used for word processing?	A. Adobe Acrobat B. Google Docs C. Microsfot Word D. Microsoft Excel
5	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
6	To Print the Word document, we go to the ..... tab.	A. Insert B. Format C. Print D. File
7	..... appears at the top margin of the Word document.	A. Footer B. Title C. Header D. Address bar
8	We cna insert the table in the Word document from the ..... tab.	A. View B. Insert C. File D. Home
9	The keyboard shortcut to copy is.	A. Ctrl + X B. Ctrl + C C. Ctrlil + P D. Ctrl + S
10	We can resize the image by clicking and dragging on its.....	A. Outline B. Center C. Resize handle D. Arrows