Computer Science 7th Class Chapter 2 Online Test

Sr	Questions	Answers Choice
1	We can format the text from the ..... tab.	A. File B. Format C. Insert D. Home
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	What is Bcc in email?	A. A type of file exension B. A carbon copy C. Blind Carbon copy D. A spam filter
4	To open a wod document, we go to the ..... tab.	A. Open B. Home C. Insert D. File
5	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
6	There are..... types of alignments in text formatting in Word.	A. 3 B. 4 C. 5 D. 6
7	The keyboard shortcut to copy is.	A. Ctrl + X B. Ctrl + C C. Ctril + P D. Ctrl + S
8	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
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	--------- make the text appear thicker and darker.	A. Italics B. Format C. Bold D. Font Face
11	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
12	Which command is used to apply changes to the current file in Microsoft Word.	A. Paste B. Cut C. Save D. Save As
13	How can a new document be created in Microsoft Word?	A. By selecting File> New if word is already open B. By Selecting File< Save As C. By selecting Edit> New Document D. By Selecting format< New
14	[illegible]	A. To highlight important pieces of text [illegible]

14	What is the purpose of a bulleted list in a Word document?	B. To list items in a certain order C. To display data in a table D. To add images to a document
15	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
16	How can you organize emails in Gmail?	A. By clicking the attachment icon B. By replyng to all emails C. By using different folders D. By double -checking the recipient's email address.
17	Which software is used for word processing?	A. Adobe Acrobat B. Google Docs C. Microsfot Word D. Microsoft Excel
18	Which command is used to print a Microsoft word document?	A. Save B. Close C. Print D. Save As
19	We can resize the image by clicking and dragging on its.....	A. Outline B. Center C. Resize handle D. Arrows
20	Whihc of the following is not required to create an email.	A. Email address B. Password C. Physical address D. Internet connection