



**AREEWATTANA SCHOOL**  
Intensive English Program  
Computer Studies -2

Review test– March 17, 2022

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Class No. \_\_\_\_\_

1. Matching Type. Match column A with Column B. Write the letter of your answer on the space provided before each number.

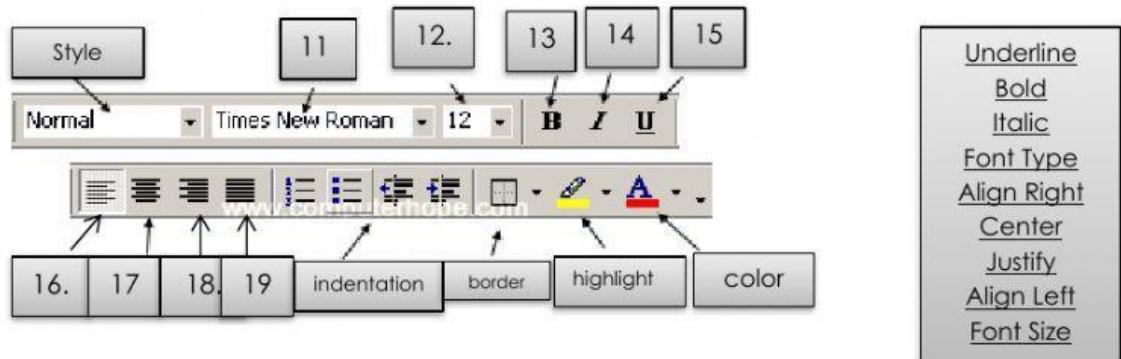
**Column A**

- \_\_\_\_\_ 1. Sets a **bold** style to your text.
- \_\_\_\_\_ 2. Has a list of **fonts** that you can use.
- \_\_\_\_\_ 3. Sets your text to be in a **straight line on both sides** of the text.
- \_\_\_\_\_ 4. Sets an **italic** style to your text.
- \_\_\_\_\_ 5. Makes all your text **underlined**.
- \_\_\_\_\_ 6. Sets all your text in the **center** of the page.
- \_\_\_\_\_ 7. Has a list of **font sizes** that you can use.
- \_\_\_\_\_ 8. Sets all your text to be in a straight line on the **left** hand side.
- \_\_\_\_\_ 9. Sets all your text to be in a straight line on the **right** hand side.
- \_\_\_\_\_ 10. Lets you **change the look** of your document easily.

**Column B**

- a.
- b.
- c.
- d.
- e.
- f.
- g.
- h.
- i.
- j.

2. Label the Formatting Toolbar. Look for the correct word/words inside the box.



11. \_\_\_\_\_

12. \_\_\_\_\_

16. \_\_\_\_\_

13. \_\_\_\_\_

17. \_\_\_\_\_

14. \_\_\_\_\_

18. \_\_\_\_\_

15. \_\_\_\_\_

19. \_\_\_\_\_

3. Choose the correct answer from the boxes below.

Formatting

Cursor

Editing

Filename

Backspace or Delete Keys

Creating a document

20. Making a letter, a story or a report.

21. Used in deleting letter on your computer.

22. A small flashing line on the screen.

23. Making changes in your document.

24. Changing the look of your document.

25. Name of your document.

**4. MULTIPLE CHOICE.** Choose the letter of your answer.

\_\_\_\_\_ 26. What are you going to use to type letters, numbers and symbols?

a. Mouse      b. Keyboard      c. Keypad

\_\_\_\_\_ 27. It is a word processing program.

a. MS PAINT      b. MS WORD      c. MS EXCEL

\_\_\_\_\_ 28. After creating a document , you should \_\_\_\_\_ it regularly.

a. print      b. save      c. delete

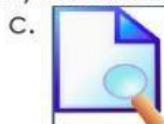
\_\_\_\_\_ 29. Setting words in a line examples are left, right, center and justify.

a. Printing      b. Saving      c. Alignment

\_\_\_\_\_ 30. To highlight a text, drag the \_\_\_\_\_ downward.

a. Keyboard      b. Mouse      c. Monitor

\_\_\_\_\_ 31. Click on \_\_\_\_\_ button if you want to print your document.



\_\_\_\_\_ 32. You can use to change the style of your text.

a. Menu Bar      b. Formatting Toolbar      c. Title Bar

\_\_\_\_\_ 33. What are the 3 Font Styles?

a. Tahoma, Stencil, Comic Sans  
b. Bold, Italic, and Underline

\_\_\_\_\_ 34. The words look Thick example "**Teacher**"

a. Bold      b. Italic      c. Underline

\_\_\_\_\_ 35. The words look slanted example "*Teacher*"

a. Bold      b. Italic      c. Underline

\_\_\_\_\_ 36. The words have line under them like this "Teacher"

a. Bold      b. Italic      c. Underline

37. The different types of letters are called \_\_\_\_\_.

Examples: Times New Roman, **STENCIL**, Comic Sans

a. Font Styles      b. Font Types      c. Font Size

38. If you want to change the size of your Font, click \_\_\_\_\_

a. Font Styles      b. Font Types      c. Font Size

\_\_\_\_\_ 39. To see or preview what the document will look like if printed is called \_\_\_\_\_.

a. Print Preview      b. Print      c. Buttons

41. This alignment is often used in titles of Books.

a. Align Left      b. Centre      c. Justify

42. This style is often used in Magazines and Newspapers.

- a. Center
- b. Justify
- c. Align Right

The quick brown fox jumped over the lazy dog.

43. This style is often used in newspaper and advertisements.

- a. Align Left
- b. Align Right
- c. Center

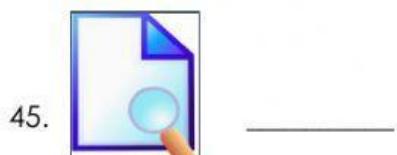
We find ways.  
You're in good hands.  
Finger licking good.

\_\_\_\_\_ 44. This style is often used in letters.

- a. Align Left
- b. Align Right
- c. Center

Dear Friend,  
Good day! How have you  
been? I hope you have a nice  
vacation. Hope to see you  
soon.

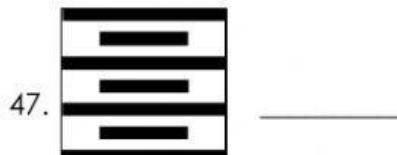
5. Match the icon to its correct name. Write the letter on the blank space.



a. Justify



b. Print



c. Print Preview



d. Center



e. Align Left



f. Save