AREEWATTANA SCHOOL
Intensive English Program
Computer Studies -2

Review test– March 17, 2022

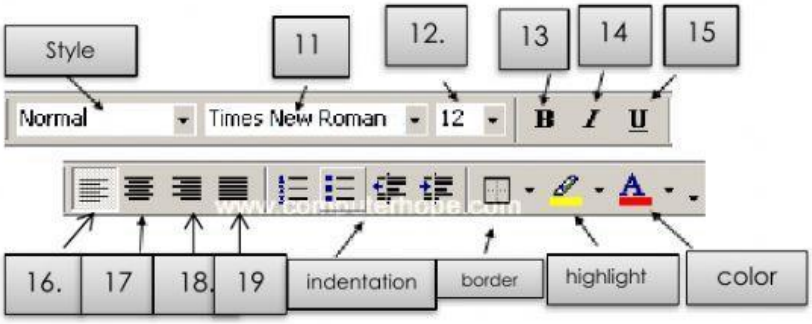
Name: _____ Class: _____ Class No. _____

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

Column A	**Column B**
_____1. Sets a **bold** style to your text.	a. 
_____2. Has a list of **fonts** that you can use.	b. 
_____3. Sets your text to be in a **straight line on both sides** of the text.	c. 
_____4. Sets an **Italic** style to your text.	d. 
_____5. Makes all your text **underlined**.	e. 
_____6. Sets all your text in the **center** of the page.	f. 
_____7. Has a list of **font sizes** that you can use.	g. 
_____8. Sets all your text to be in a straight line on the **left** hand side.	h. 
_____9. Sets all your text to be in a straight line on the **right** hand side.	i. 
_____10. Lets you **change the look** of your document easily.	j. 

LIVEWORKSHEETS

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



Underline
Bold
Italic
Font Type
Align Right
Center
Justify
Align Left
Font Size

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.

LIVEWORKSHEETS

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.

a.  b.  c. 

_____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

LIVEWORKSHEETS

_____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

_____40. How many ways are there to align the text in your document?
a. five b. Four c. Ten

_____41. This alignment is often used in titles of Books.
a. Align Left b. Centre c. Justify

English Word

_____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 c. Center

b. Align Right

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

_____44. This style is often used in letters.

a. Align Left c. Center

b. Align Right

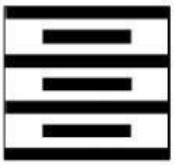
Dear Friend,
Good day! How have you been? I hope you have a nice vacation. Hope to see you soon.

LIVEWORKSHEETS

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

45.  _____ a. Justify

46.  _____ b. Print

47.  _____ c. Print Preview

48.  _____ d. Center

49.  _____ e. Align Left

50.  _____ f. Save

LIVEWORKSHEETS