



S. C. MCPHERSON JUNIOR HIGH SCHOOL
CHRISTMAS TERM EXAMINATION 2024
SUBJECT: BUSINESS STUDIES
GRADE LEVEL: 8



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MICROSOFT WORD

DATE: 2nd December 2024
DURATION: 1 Hour

STUDENT'S NAME: _____

TEACHER'S NAME: Place a check mark next to the name of their teacher

☐	Ms. T. Johnson
☐	Mrs. J. Clear
☐	Mrs. N. Sweeting-Uriz

Instructions: This exam includes ____3____ sections. Read the instructions and answer all questions in each section appropriately. The number of points awarded for each section is included in the instructions before each section.

SECTION: A
Multiple choice
Total Marks (58)

Instructions: For each question there are four suggested answers – a, b, c, and d. To answer to a question, circle the letter in front of the correct answer. Each question is worth one point.

1. Ergonomics is:
 - a) is a condition where a tendon becomes inflamed.
 - b) is an inflammation of the nerve that connects your forearm to the palm of your hand.
 - c) the study of work or how people work in their environment.
 - d) is the term for problems caused by looking at a computer screen.

2. Two types of repetitive strain injury (RSI) are:
 - a) Carpal tunnel syndrome and Tendinitis.
 - b) Carpal tunnel and syndrome
 - c) Tendinitis and repetitive strain
 - d) Computer vision syndrome and Tendinitis

3. Which of the following is not a symptom of computer vision syndrome (CVS)?
 - a) Eyestrain
 - b) Headache
 - c) Tendonitis
 - d) Blurred vision

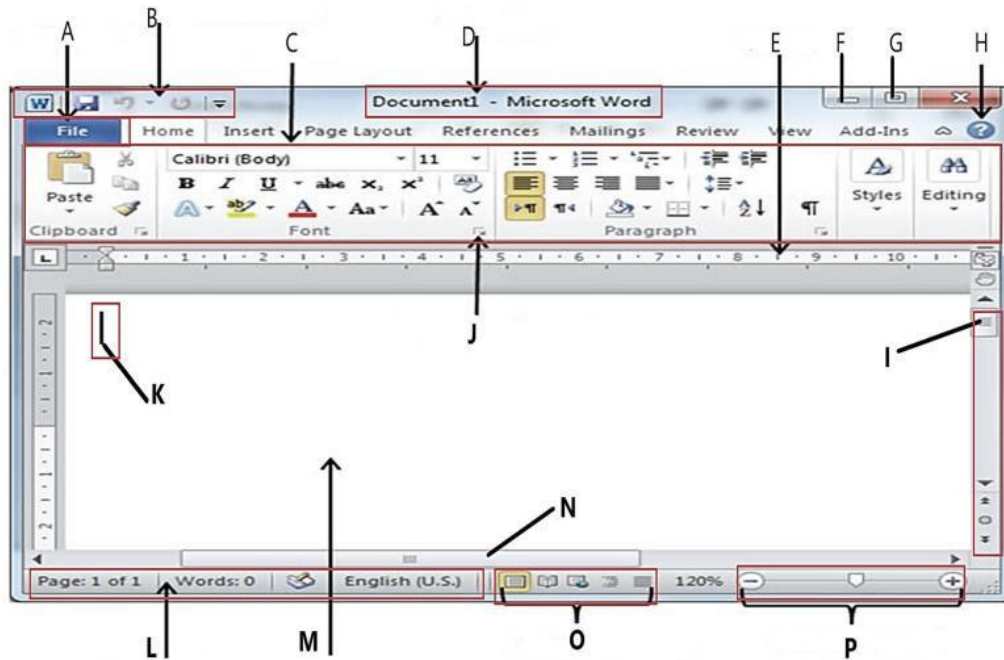
4. What is a computer keyboard?
 - a) An output device that displays information in pictorial form.
 - b) Contains the main electronics components of a desktop computer
 - c) An input device that allows a person to enter data into a computer.
 - d) An output device that allows a user to print items on paper.

5. How many keys are on a standard keyboard?
 - a) 90
 - b) 100
 - c) 102
 - d) 104

6. To end the current paragraph and begin the next paragraph:
- a) press the Escape key once and the Enter key once.
 - b) press the Enter key twice.
 - c) press the Home key once and the space bar once.
 - d) press the Backspace key once.
7. A character can be erased by pressing:
- a) the Enter key.
 - b) the Shift key.
 - c) the Escape key.
 - d) the Backspace key.
8. The arrow keys can be used to:
- a) delete text.
 - b) move the cursor within the text without erasing or entering text.
 - c) save the document.
 - d) execute commands.
9. The Tab key is used to:
- a) moves the cursor over 1 space
 - b) moves the cursor over 5 spaces
 - c) adds a space between words
 - d) delete characters
10. Caps Lock key is a toggle key that:
- a) Capitalize all letters
 - b) Only capitalize one letter
 - c) Insert symbols
 - d) Insert a space between letters
11. Shift Key has two functions; they are:
- a) select symbols and move the insertion point
 - b) select symbols only
 - c) select symbols and indent
 - d) select symbols and capitalize

12. Backspace key erases characters to the
- a) right of the insertion point
 - b) It does ease anything
 - c) left of the insertion point
 - d) Terminates a line

Answer questions 13 to 28 using the **Word window** diagram shown below:



13. The part of the window labelled **A** is:
- a) Title bar
 - b) Ribbon
 - c) File tab
 - d) Status bar

14. The part of the window labelled **B** is:
- a) File tab
 - b) Title bar
 - c) Ribbon
 - d) Quick access toolbar

15. The part of the window labelled **C** is:

- a) Quick access toolbar
- b) Ribbon
- c) Title bar
- d) Status bar

16. The part of the window labelled **D** is:

- a) Title bar
- b) Help button
- c) Quick access toolbar
- d) Maximize

17. The part of the window labelled **E** is:

- a) Minimize
- b) Ruler
- c) Horizontal scroll bar
- d) Maximize

18. The part of the window labelled **F** is:

- a) Dialog box launcher
- b) Maximize button
- c) Help button
- d) Minimize button

19. The part of the window labelled **G** is:

- a) Title bar
- b) Maximize button
- c) Help button
- d) Taskbar

20. The part of the window labelled **H** is:

- a) Document area
- b) Help button
- c) Insertion point/ Cursor
- d) Horizontal scroll bar

21. The part of the window labelled **I** is:

- a) Zoom button
- b) Vertical scroll bar
- c) Layout view
- d) Horizontal scroll bar

22. The part of the window labelled **J** is:

- a) Zoom button
- b) Document area
- c) Dialog box launcher
- d) Status bar

23. The part of the window labelled **K** is:

- a) Help
- b) Ruler
- c) Vertical scroll bar
- d) Cursor/Insertion point

24. The part of the window labelled **L** is:

- a) Dialog box launcher
- b) Status bar
- c) Horizontal scroll bar
- d) View buttons

25. The part of the window labelled **M** is:

- a) Status bar
- b) Document area
- c) Horizontal scroll bar
- d) Zoom control

26. The part of the window labelled **N** is:

- a) Zoom button
- b) Horizontal scroll bar
- c) Layout view
- d) Vertical scroll bar

27. The part of the window labelled **O** is:

- a) Zoom button
- b) Document area
- c) Layout view
- d) Status bar

28. The part of the window labelled **P** is:

- a) Zoom button
- b) Scroll bar
- c) Layout view
- d) Status bar

29. The Status Bar:

- a) are used to perform tasks and run programs.
- b) display a list of commands.
- c) display the information about the document.
- d) contains a series of options users select to communicate with an application.

30. To view more options in a group on the Ribbon press:

- a) maximize the Ribbon.
- b) click the Dialog Box Launcher.
- c) double-click a Ribbon tab.
- d) customize the Quick Access Toolbar.

31. If the rulers are not visible above and to the left of the document, click:

- a) View tab
- b) Layout tab
- c) Home tab
- d) Review ruler

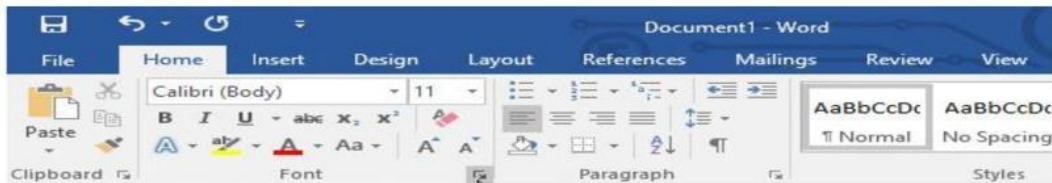
32. Scroll bar is used to:

- a) add text to a document.
- b) decrease the length of a page.
- c) increase the length of a page.
- d) bring into view parts of a document that are off the screen.

33. Selecting the Zoom command allows you to:

- a) open a copy of the document in a different view.
- b) print a copy of the displayed document.
- c) change the magnification of the displayed document.
- d) save a copy of the displayed document.

Answer questions 34 to 38 using the **Ribbon** diagram shown below:



34. How many Tabs are on this ribbon?

- a) 1
- b) 5
- c) 7
- d) 9

35. How many groups are on this ribbon?

- a) 1
- b) 2
- c) 3
- d) 4

36. To displays backstage view press:

- a) title bar
- b) file tab
- c) status bar
- d) quick access toolbar

37. A document stored on a storage media is called a:

- a) database.
- b) file.
- c) process document.
- d) report.

38. If a previously saved file is edited:

- a) the file must be saved again to retain the changes.
- b) the changes will automatically be saved in the file.
- c) the file will only have to be saved again if it is more than one page in length.
- d) previously saved files may not be edited.

39. Word requires that you name all files saved on the hard drive:

- a) to allow letters to be named for people who will receive them.
- b) to allow a listing to be made of filenames.
- c) to identify them.
- d) Word does not require files to be named.

40. Displays the location where the file will be saved.

- a) Navigation pane
- b) Folder
- c) Address bar
- d) Save dialog box

41. Displays folders and locations.

- a) Navigation pane
- b) Folder
- c) Address bar
- d) Save dialog box

42. To print a document:

- a) select the Print command from the File Tab, then select Print.
- b) select the Ready Printer command from the Edit menu and then select Ok.
- c) type PRINT and press Enter.
- d) close the document, select the Print command from the File Tab, then select Print.

43. Before printing a document:

- a) save the document so that it is not lost if there is a problem with the printer.
- b) count the words to make sure they fit on one page.
- c) turn off the computer.
- d) exit Word.

44. If Word is not exited properly:

- a) files may be damaged or lost.
- b) the computer will be damaged.
- c) the information may be erased.
- d) no problems should occur.

45. Closing a file:

- a) automatically saves the file.
- b) removes the file from the computer's memory.
- c) sends the file to the printer.
- d) renames the file.

46. Word wrap is when:

- a) a word is too long to fit on a line and is deleted by Word.
- b) Word hyphenates a word at the end of the line.
- c) Word determines if there is room for a word at the end of a line or if it should go on the next line.
- d) the typist determines where one line of text ends and the next begins.

47. To create a new document:

- a) click on the Word button and then select Ok.
- b) type in the filename then select Ok.
- c) click New on the File Tab, then Blank Document.
- d) click on the cancel button and then start typing.

48. The Show/Hide ¶ button:

- a) creates a new paragraph.
- b) displays or hides symbols for characters like spaces and tabs.
- c) displays or hides the Ribbon.
- d) displays or hides the text you just typed.

49. To reverse the effects of the last command you executed:

- a) select the Reverse/Redo command.
- b) select the Back command.
- c) select the Undo command.
- d) it is not possible to reverse the effects of the last command.

50. To repeats the effects of the last command you executed:
- a) select the Reverse/Redo command.
 - b) select the Back command.
 - c) select the Undo command.
 - d) it is not possible to reverse the effects of the last command.
51. When the mouse pointer is moved into the Work area, it changes to:
- a) an arrow shapes.
 - b) an L-shape
 - c) the I-Beam pointer.
 - d) It does not change.
52. Which of the following formatting marks can be added to a document?
- a) Tab mark (→)
 - b) Space mark (•)
 - c) Paragraph mark/Enter (¶)
 - d) All of the above marks can be added to a document.
53. Which of the following special characters can be added to a document?
- a) •
 - b) ©
 - c) ™
 - d) All of the above characters can be added to a document.
54. Space _____ after a **comma**.
- a) Once
 - b) Twice
 - c) Three
 - d) No space
55. Space _____ after a **colon**.
- a) Once
 - b) Twice
 - c) Three
 - d) No space

56. Space _____ after the **period** or full-stop.
- a) Once
 - b) Twice
 - c) Three
 - d) No space
57. _____ space between the number and the **dollar sign \$**
- a) Once
 - b) Twice
 - c) Three
 - d) No space
58. Space _____ before and after the **at sign @** in an email address
- a) Once
 - b) Twice
 - c) Three
 - d) No space

Total Marks [58]

SECTION: B
True/False Questions
Total Marks (14)

Instructions: Determine if each of the following questions are true or false; please write your answer in the space provided.

1. _____ Repetitive strain injury that occurs only in computer users.
2. _____ CTS is an injury that occurs in the neck.
3. _____ To prevent eyestrain, you should reduce glare and reflections on your screen.
4. _____ Bad posture can lead to RSI.
5. _____ Lower back pain is a result of stretching your lower back.
6. _____ Most Windows applications have similar interface.
7. _____ The title bar displays the file name and type of document.
8. _____ Commands are selected from menus in the title bar.

9. _____ Press the End key to move the insertion point to the end of a line of text.
10. _____ Press the Alt key to cancel the current operation.
11. _____ *Answer to History?* Is an example of a valid, descriptive file name.
12. _____ Any changes made to a document after saving are automatically stored in the file on disk.
13. _____ A word processor application and a spreadsheet application can be running at the same time.
14. _____ Only one Word document can be opened at a time.

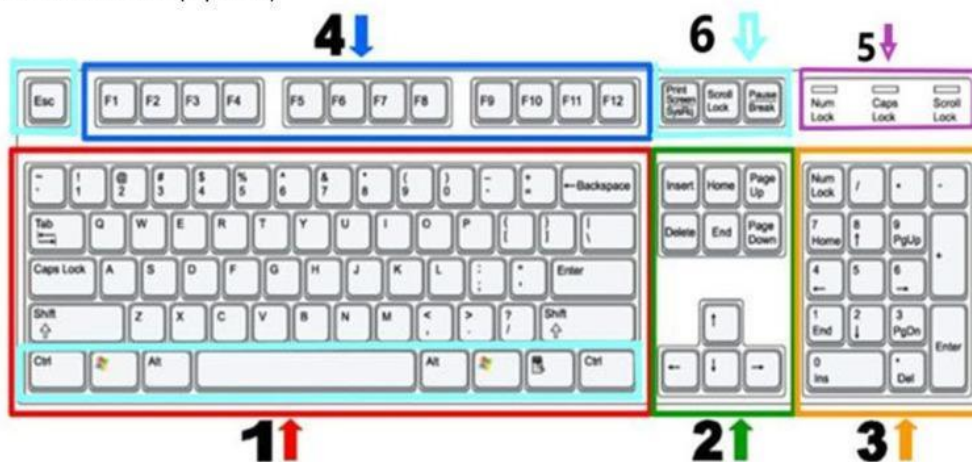
Total Marks [58]

SECTION: C

Label Diagrams

Total Marks (14)

Instructions: Label the six (6) parts of the keyboard in the space provided; fill-in the missing word on the line. (7 points)



1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

7. What is the name of this keyboard layout? (1pt)

Instructions: Write which finger type each letter (A, D, F, G, J, K, L, S, ;) on the **hand diagram** in the space provided. Fill-in the missing letters on the hand diagram. (10 points)

