S. C. MCPHERSON JUNIOR HIGH SCHOOL

CHRISTMAS TERM EXAMINATION 2025

SUBJECT: BUSINESS STUDIES

GRADE LEVEL: 8

DATE: 1st - 5th DECEMBER 2025

TIME: _____

DURATION: 60 minutes

STUDENT'S NAME: _____

TEACHER'S NAME:

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Instructions to candidates: This exam includes 6 pages and 4 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. **DO NOT PRESS CHECK ANSWERS, YOU WILL HAVE TO START OVER WHICH WILL INDICATE THAT YOU PRESSED CHECK ANSWERS. THIS WILL RESULT IN YOU OBTAINING A ZERO.** Once completed please enter the email above and submit it to teacher.

LIVEWORKSHEETS

SECTION 1: MULTIPLE CHOICE QUESTIONS

TOTAL MARKS 27 POINTS

DIRECTIONS: Answer each question by clicking the correct answer

1. Microsoft Word is a _____. [1 PT]

(a) word processing software that creates power point
(b) word processing software that creates spreadsheets
(c) word processing software that creates documents
(d) word processing software that creates power point

2. Which icon represents Microsoft Word? [1 PT]

(a)
(b)
(c)
(d)

3. Ergonomics is the study of: [1 PT]

(a) Viruses on a computer
(b) How people and machines work together safely
(c) The different computer programs
(d) Data and information

4. The **File tab** in Microsoft Word is used to: [1 PT]

(a) Insert pictures
(b) Save, open, or print documents
(c) Format text
(d) To align text on a page

5. When entering data in Word, the blinking line on the screen is called the: [1 PT]

(a) Pointer
(b) Cursor
(c) Arrow
(d) Scroll bar

8. Which shortcut key combination is used to save a document quickly? [1 PT]

(a) Ctrl + P
(b) Ctrl + S
(c) Ctrl + O
(d) Ctrl + W

9. To open a previously saved document, you can use: [1 PT]

(a) Ctrl + W
(b) Ctrl + O
(c) Ctrl + P
(d) Ctrl + S

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10. The Spell Check tool helps you to: [1 PT]

(a) Add images
(b) Correct spelling and grammar errors
(c) Change font color
(d) Print documents

11. Which of the following documents can be produced using Microsoft Word? [1 PT]

(a) Poster
(b) Letter
(c) Resume
(d) All of the above

12. What does this icon represent

? [1 PT]

(a) Margin
(b) Spelling & Grammar Check
(c) Orientation
(d) Shapes

13. The main area where you type in Microsoft Word is called the: [1 PT]

(a) Ribbon
(b) Taskbar
(c) Document Window
(d) Title bar

14. This key removes text : [1 PT]

(a) To the right of the cursor
(b) To the left of the cursor
(c) From the bottom of the page
(d) Only when highlighted

15. To print a Word document, you can click: [1 PT]

(a) Home tab → Font group
(b) File → Print
(c) Insert → Table
(d) View → Zoom

16. Which of the following is the learning platform at your school? [1 PT]

(a) Zoom
(b) Moodle
(c) Bahamas Education Learning Management System
(d) Google Classroom

17. The Font Box allows you to: [1 PT]

(a) Change the text style
(b) Save the document
(c) Insert Symbols
(d) Check grammar

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18. The Home Row Keys are found on which line of the keyboard? [1 PT]

(a) Top Row
(b) Bottom Row
(c) Middle Row
(d) Number Row

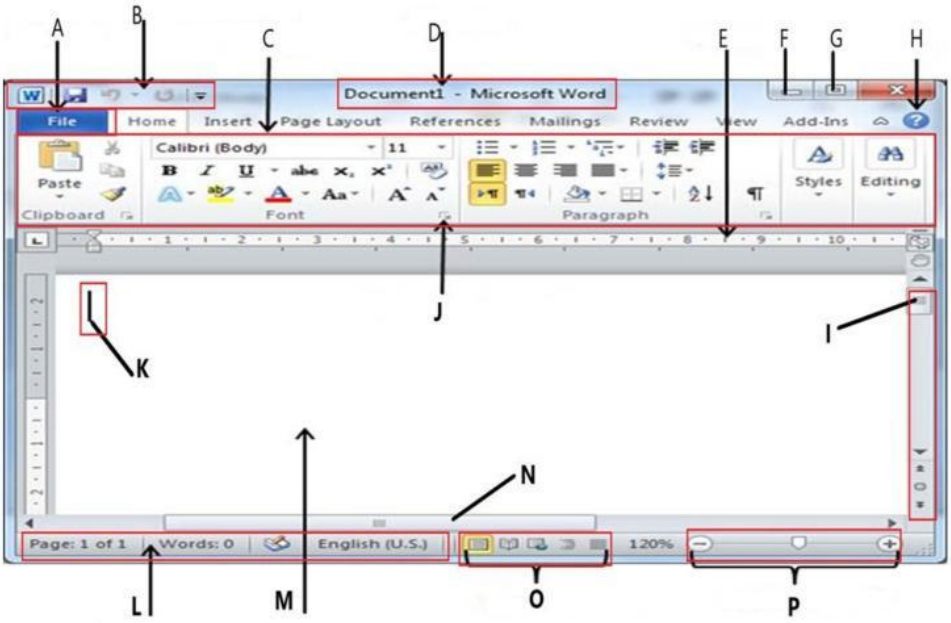
19. Which of the following is an ergonomic tip? [1 PT]

(a) Sit slouched in your chair
(b) Keep your wrists bent while typing
(c) Sit upright with both feet flat on the floor
(d) Keep the monitor at the side of the desk

20. Which finger should rest on the **F** key when typing correctly? [1 PT]

(a) Left index finger
(b) Left middle finger
(c) Right index finger
(d) Right little finger

Refer to the Word Window Shown below to answer questions 21 to 27.



21. The part of the window labelled **B** is: [1 PT]

(a) File tab
(b) Title bar
(c) Ribbon
(d) Quick Access Toolbar

22. The part of the window labelled **C** is: [1 PT]

(a) Quick Access Toolbar
(b) Ribbon
(c) Title bar
(d) Status bar

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23. The part of the window labelled **D** is: [1 PT]

(a) Dialog Box launcher
(b) Ribbon
(c) Help Button
(d) Title bar

24. The part of the window labelled **H** is: [1 PT]

(a) Help
(b) Ruler
(c) Horizontal scroll bar
(d) Maximize

25. The part of the window labelled **L** is: [1 PT]

(a) Dialog box launcher
(b) Status bar
(c) Insertion point/cursor
(d) Ribbon

26. The part of the window labelled **M** is: [1 PT]

(a) Zoom control
(b) Document area
(c) Layout view
(d) Status bar

27. The part of the window labelled **N** is: [1 PT]

(a) Zoom control
(b) Horizontal scroll bar
(c) Layout view
(d) Status bar

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SECTION 2: Matching Part A

DIRECTIONS: Select the short cut key that matches its function:

10 TOTAL POINTS

1.	Left Align
2.	Undo
3.	Right Align
4.	Save
5.	Center
6.	Justify
7.	Bold
8.	Underline
9.	Italic
10.	Print

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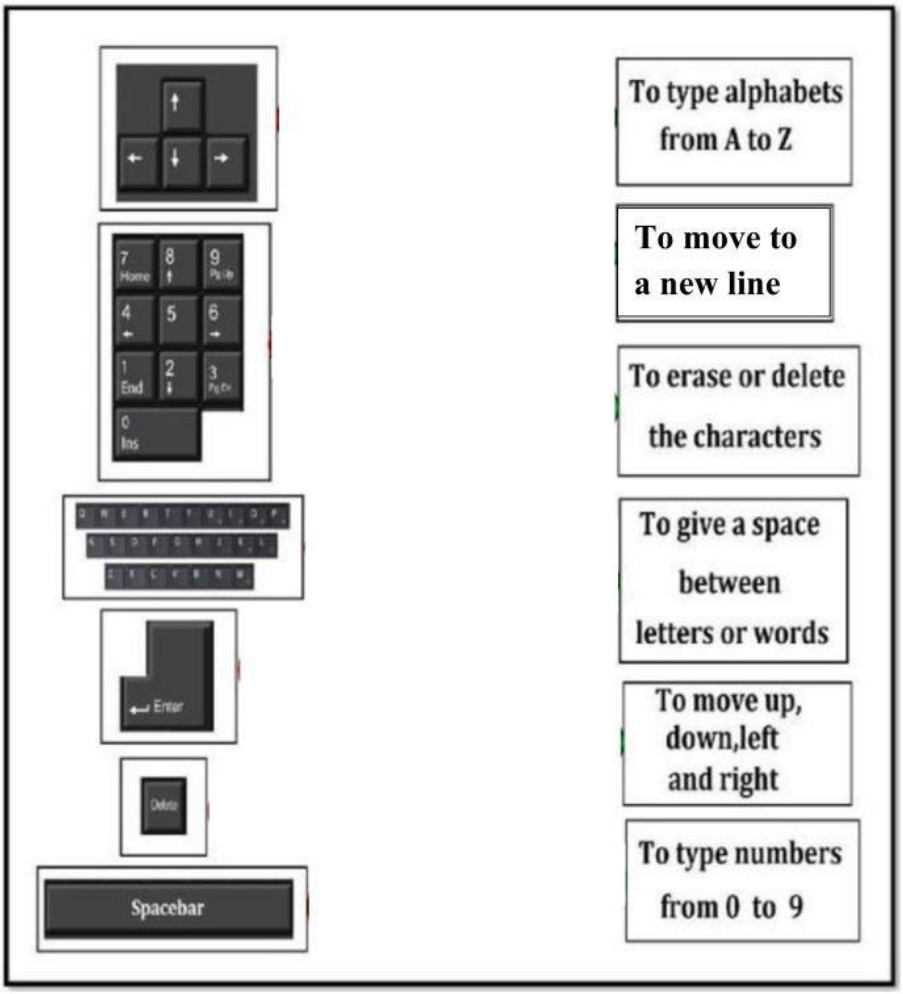
Part B

Directions: Label the keyboard parts and their uses.

6 TOTAL POINTS



SECTION 3: The Ribbon

Directions: Answer the questions below.

5 TOTAL POINTS

1. What is name of the picture above?_____ [1pt]
2. How many groups are shown?_____ [1pt]
3. Which tab is selected?_____ [1pt]
4. Which group has the Show/Hide button? _____[1pt]
5. Which group has the Spell Check feature? _____ [1pt]

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SECTION 4: True & False

DIRECTIONS: Answer each question by T for TRUE and F for FALSE.

12 TOTAL POINTS

1.	T	F	The Caps Lock key must be pressed continuously to type in capital letters.
2.	T	F	Entering data in Word means typing text, numbers, or symbols into the document.
3.	T	F	The non printing character for a ENTER is ¶
4.	T	F	There are two spaces after any punctuation at the end of a sentence.
5.	T	F	Selecting text allows you to apply formatting such as bold, italics, or underline.
6.	T	F	The DELETE key deletes text to the left of the cursor.
7.	T	F	One space is left after a question mark or exclamation point.
8.	T	F	The Enter key is used to start a new line or paragraph.
9.	T	F	No space should be left between the dollar sign ($) and the numbers that follow.
10.	T	F	When typing you must always go back to the home row keys.
11.	T	F	To save a new document you must press Save As.
12.	T	F	The non printing character for a TAB is →

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