

**Year 2: Practice Worksheets – Term 2: 2025/2026**  
**LO: I can answer questions correctly**

Subject: ICT

Practice worksheet

**1. Circle the icon for Microsoft Word:**

a.



b.



c.



**2. Microsoft Word is a:**

- a. Drawing application
- b. Word processing application
- c. Music application

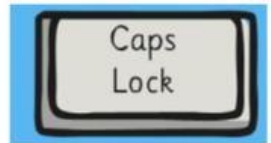
**3. It is good to always use two hands on the keyboard.**

- a. True
- b. False



**4. We only use Caps Lock for when we want to type ONLY ONE LETTER in capital letters.**

- a. True
- b. False



**5. We use 5 spaces between words, when we type.**

- a. True
- b. False



**6. In Microsoft Word, you can easily create and edit documents, such as:**

- a. Letters, reports, stories
- b. Paintings and drawings

**7. While using the keyboard, to ERASE to the left, we use:**

- a. Enter key
- b. Backspace key
- c. Space Bar key
- d. Shift Key

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**8. To format text means:**

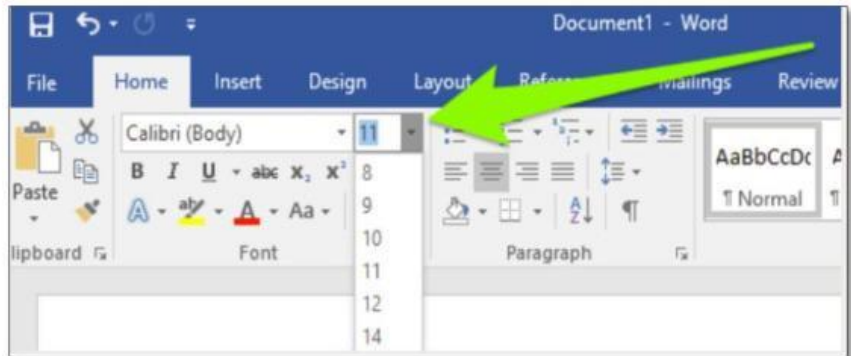
- a. Change text
- b. Change the way your text looks like
- c. Highlighting text that will be edited or formatted

**9. We need to first select text that is already typed, so we can format it:**

- a. True
- b. False

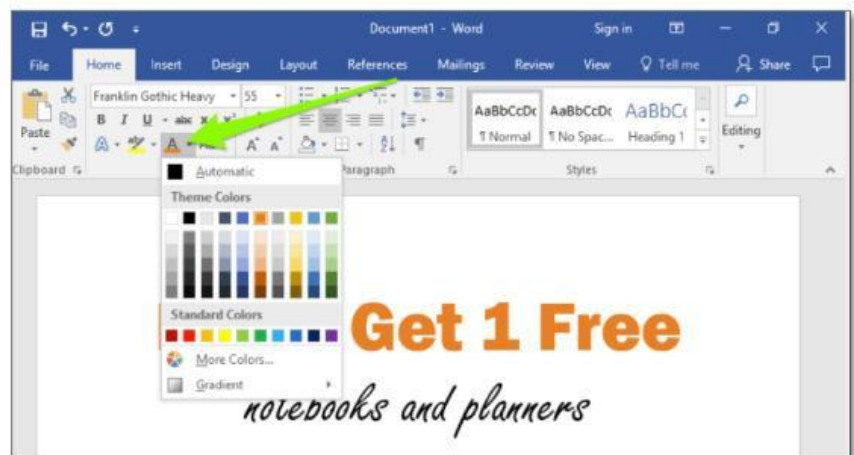
**10. The arrow points to which button?**

- a. Font size button
- b. Font colour button
- c. Shapes button
- d. Font face button



**11. The arrow points to which button?**

- a. Font colour button
- b. Font face button
- c. Font highlight button



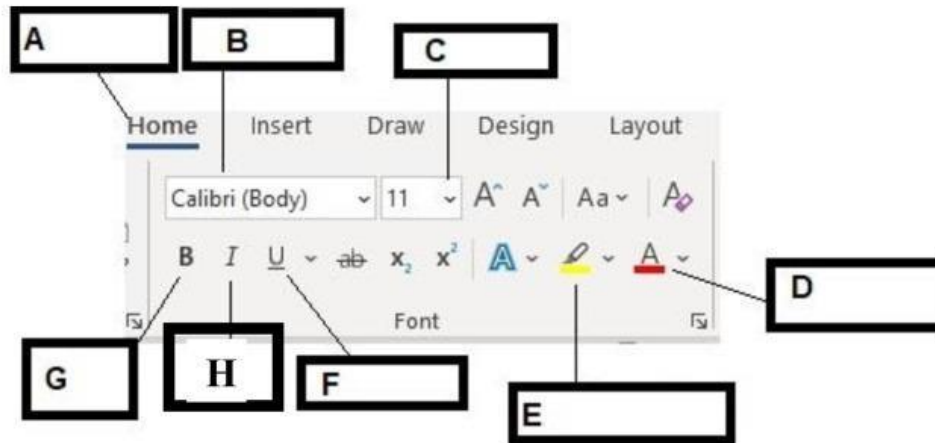
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**12. Look at the picture below:**



- Which letter represents font face? \_\_\_\_\_
- Which letter represents font size? \_\_\_\_\_
- Which letter represents the Home tab? \_\_\_\_\_
- Which letter represents font highlight? \_\_\_\_\_

**13. To insert pictures in a Word document, we go to:**

- a. Home tab
- b. Insert tab
- c. File tab

**14. In Microsoft Word, we can insert online pictures and pictures from our devices:**

- a. True
- b. False

**15. In this picture, the arrow is pointing to the tool called:**

- a. Page Layout option
- b. The brush
- c. Font colour option



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16. In Microsoft Word, we cannot resize a picture, rotate it and delete it.

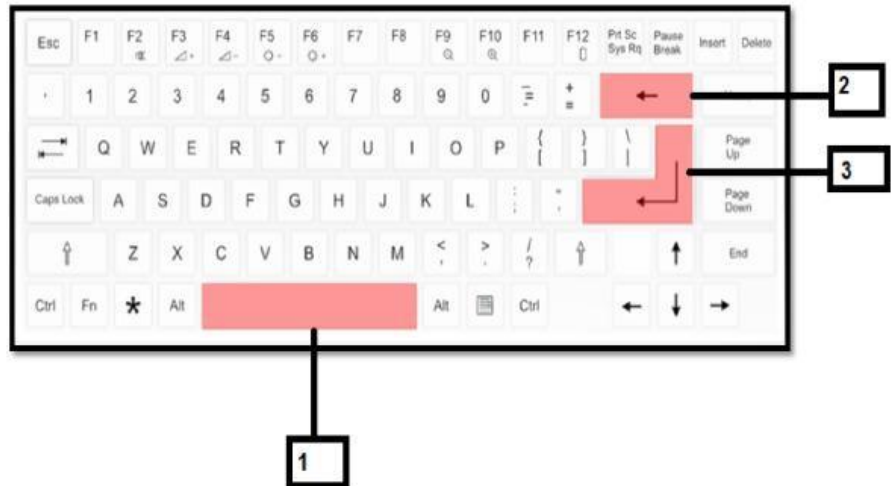
- a. True
- b. False

17. What part of the computer is shown in the picture?

- a. The mouse
- b. The CPU
- c. The monitor
- d. The keyboard



18. Look at the keyboard in the picture.



- a. What key do we press to add space between words or letters? \_\_\_\_\_
- b. What key do we press to erase to the left? \_\_\_\_\_
- c. What key do we press to go down one line, start a new paragraph/ new line? \_\_\_\_\_

19. Name one thing we can create in Microsoft Word: \_\_\_\_\_

20. Name the key on the keyboard that allows us to erase to the left:

\_\_\_\_\_

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21. **Amna wants to insert a picture from the internet in her Word file. What should she do? Put the steps in the correct order (1, 2, 3).**

- \_\_\_ Choose Online Pictures
- \_\_\_ Click the Insert tab
- \_\_\_ Choose a picture and insert it in the file

22. **Identify each picture as a pattern or not a pattern. Write your answer below.**



23. **Look at the pattern and circle the correct next shape:**



a. ☐

b. ☐

c. ☐

**Think out of the box:**

24. **Why is AI called a "helper" and not a "person"?**

- a. Because it has feelings
- b. Because it follows patterns and data
- c. Because it goes to school

25. **Which sentence shows good understanding of AI?**

- a. AI thinks like a human
- b. AI should complete our homework for us
- c. AI learns by looking at letters and pictures
- d. AI has feelings

**What does AI look for in pictures or words?**

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