



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.

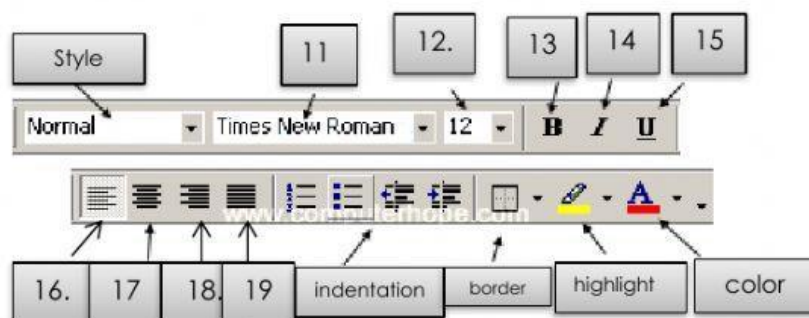
Column A

- _____ 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.



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

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

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.

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

_____ 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

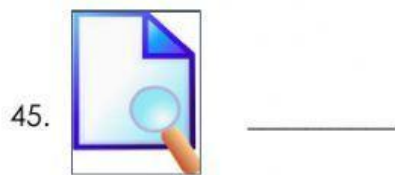
We find ways.
You're in good hands.
Finger licking good.

_____ 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.

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