



AREEWATTANA SCHOOL
Intensive English Program
Computer Studies -2
Final Test- March 22, 2022

Name: _____ Class: _____ Class No. _____

A. Identify the following punctuation marks and symbols on a standard keyboard. Choose the correct answer.

1. *

5.

!

2. ~

6.

;

3. ?

7.

\$

4. @

8.

/

B. Drag your answer and drop it to the correct definition.

Formatting

Cursor

Editing

Filename

Creating a document

Backspace/Delete

_____ 9. Making a letter, a story or a report.

_____ 10. Used in deleting letter on your computer.

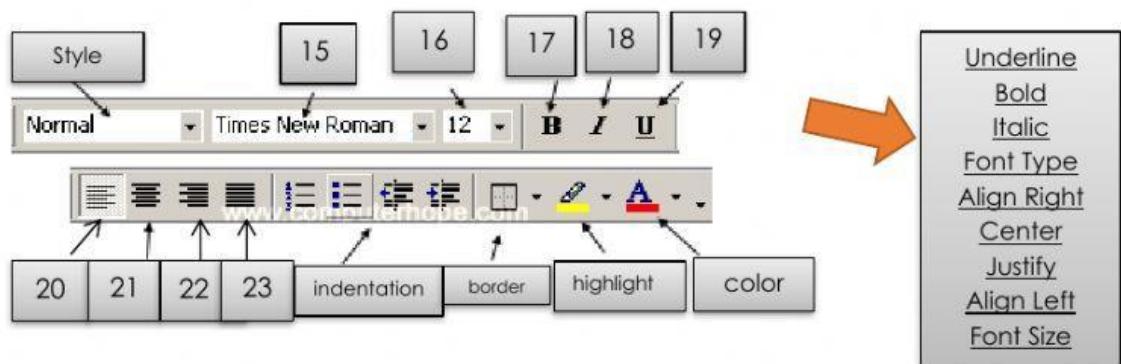
_____ 11. Making changes when a word is wrong.

_____ 12. A small flashing line on the screen.

_____ 13. Name of your document.

_____ 14. Changing the look of your document.

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



15. _____

16. _____

20. _____

17. _____

21. _____

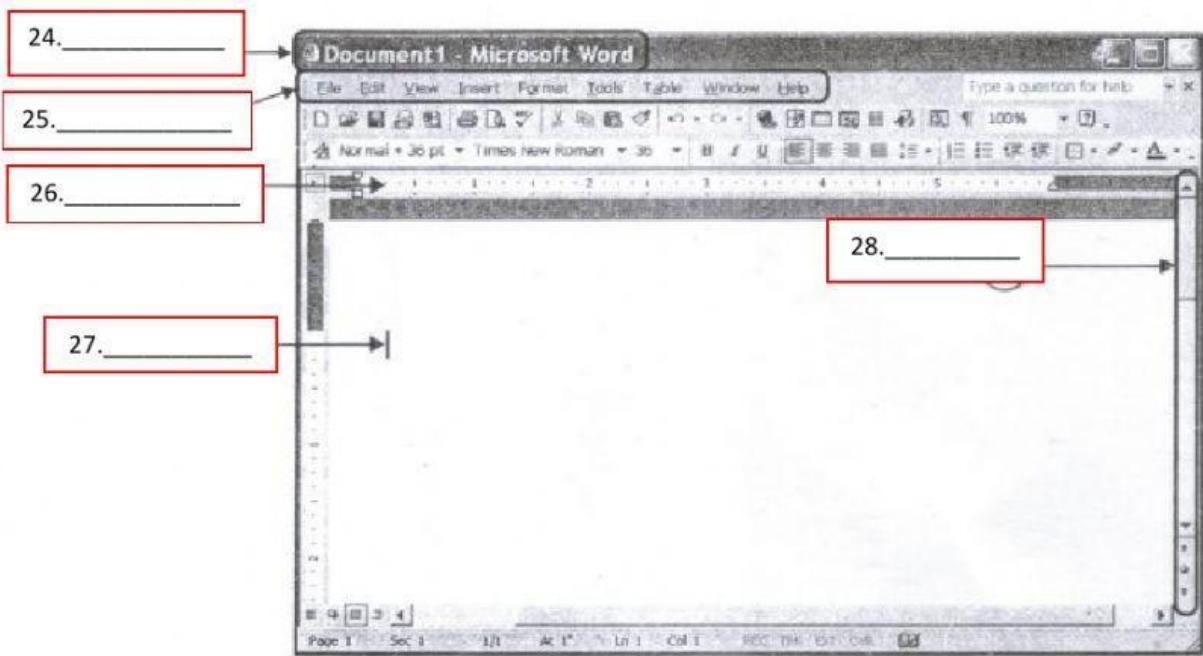
18. _____

22. _____

19. _____

23. _____

D. Choose from the list to identify the main parts of a Microsoft Window.



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

Column A

- _____ 29. Sets a **bold** style to your text.
- _____ 30. Has a list of **fonts** that you can use.
- _____ 31. Sets your text to be in a **straight line on both sides** of the text.
- _____ 32. Sets an **Italic** style to your text.
- _____ 33. Makes all your text **underlined**.
- _____ 34. Sets all your text in the **center** of the page.
- _____ 35. Has a list of **font sizes** that you can use.
- _____ 36. Sets all your text to be in a straight line on the **left** hand side.
- _____ 37. Sets all your text to be in a straight line on the **right** hand side.
- _____ 38. Lets you **change the look** of your document easily.

Column B

- a. 
- b. 
- c. 
- d. 
- e. 
- f. 
- g. 
- h. 
- i. 
- j. 

F. MULTIPLE CHOICE. Choose the letter of your answer. Write on the black space.

- _____ 39. What are you going to use to type letters, numbers and symbols?
 - a. Mouse
 - b. Keyboard
 - c. Keypad
- _____ 40. It is a word processing program.
 - a. MS PAINT
 - b. MS WORD
 - c. MS EXCEL

_____ 41. After creating a document , you should _____ it regularly.

- a. print
- b. save
- c. delete

_____ 42. To highlight a text, drag the _____ downward.
a. Keyboard b. Mouse c. Monitor

_____ 43. Click on _____ button if you want to print your document.

- a. 
- b. 
- c. 

_____ 44. What are the 3 Font Styles?
a. Tahoma, Stencil, Comic Sans
b. Bold, Italic, and Underline
c. Align left, Align right and Justify

_____ 45. The words look Thick example "**Teacher**"

- a. Bold
- b. Italic
- c. Underline

_____ 46. The words look slanted example "Teacher"

- a. Bold
- b. Italic
- c. Underline

_____ 47. The words have line under them like this "Teacher"

- a. Bold
- b. Italic
- c. Underline

_____ 48. The different types of letters are called _____.
Examples: Times New Roman, **STENCIL**, **Comic Sans**

- a. Font Styles
- b. Font Types
- c. Font Size

_____ 49. If you want to change the size of your Font, click_____

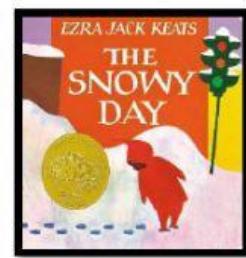
- a. Font Styles
- b. Font Types
- c. Font Size

_____ 50. To see or preview what the document will look like if printed
is called_____.

- a. Print Preview
- b. Print
- c. Buttons

_____ 51. How many ways are there to align the text in your document?
a. five b. Four c. Ten

_____ 52. This alignment is often used in titles of Books.
a. Align Left b. Centre c. Justify



_____ 53. This style is often used in Magazines and Newspapers.

a. Center
b. Justify
c. Align Right



_____ 54. This style is often used in newspaper and advertisements.

a. Align Left
b. Center
c. Align Right



_____ 55. This style is often used in letters.

a. Align Left
b. Center
c. Align Right



Goodluck!

T. Grace