



## 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. 


2. 

3. 

4. 

5. 

6. 

7. 

8. 

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

**Formatting**

**Editing**

**Creating a document**

**Cursor**

**Filename**

**Backspace/Delete**

\_\_\_\_\_ 9. Making a letter, a story or a report.

\_\_\_\_\_ 10. Used in deleting letter on your computer.

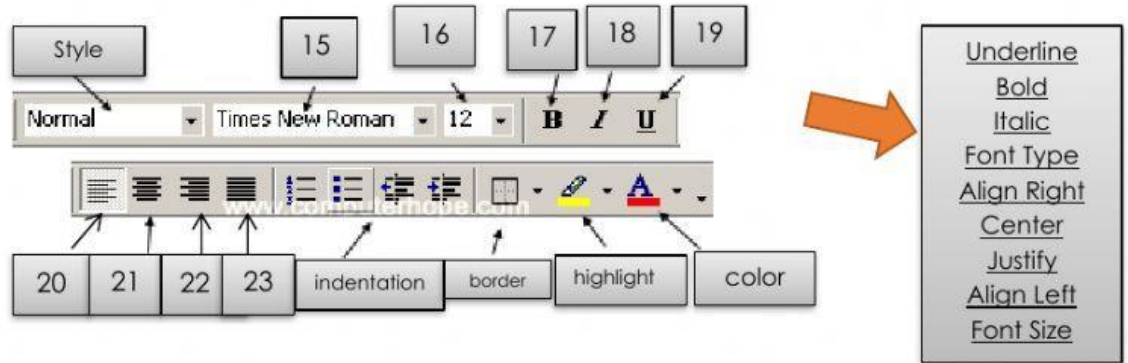
\_\_\_\_\_ 11. Making changes when a word is wrong.

\_\_\_\_\_ 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. \_\_\_\_\_

17. \_\_\_\_\_

18. \_\_\_\_\_

19. \_\_\_\_\_

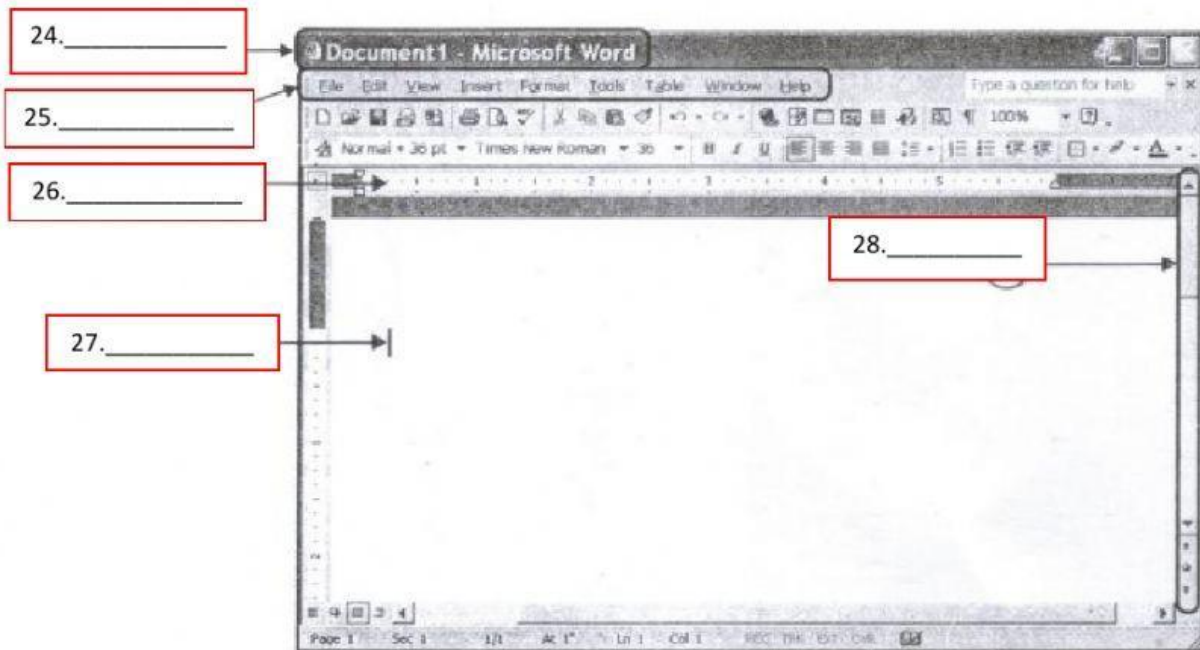
20. \_\_\_\_\_

21. \_\_\_\_\_

22. \_\_\_\_\_

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

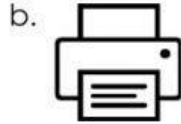
\_\_\_\_ 41. After creating a document , you should \_\_\_\_ it regularly.

- 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.



\_\_\_\_ 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

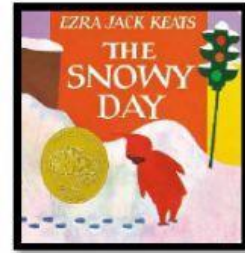
\_\_\_\_ 50. To see or preview what the document will look like if printed  
is called \_\_\_\_.

- 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