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.

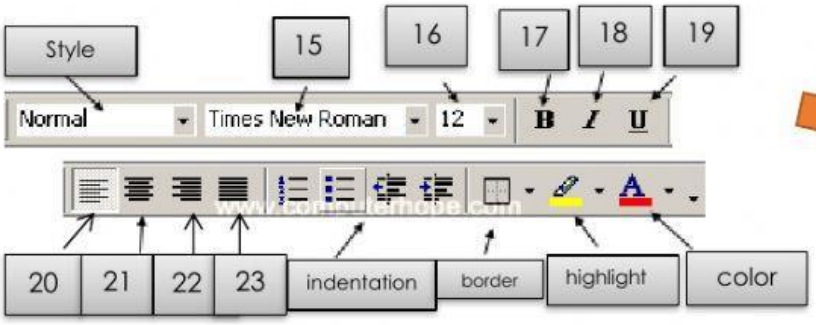
_____12. A small flashing line on the screen.

_____13. Name of your document.

_____14. Changing the look of your document.

LIVEWORKSHEETS

C. 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

15. _____

16. _____

17. _____

18. _____

19. _____

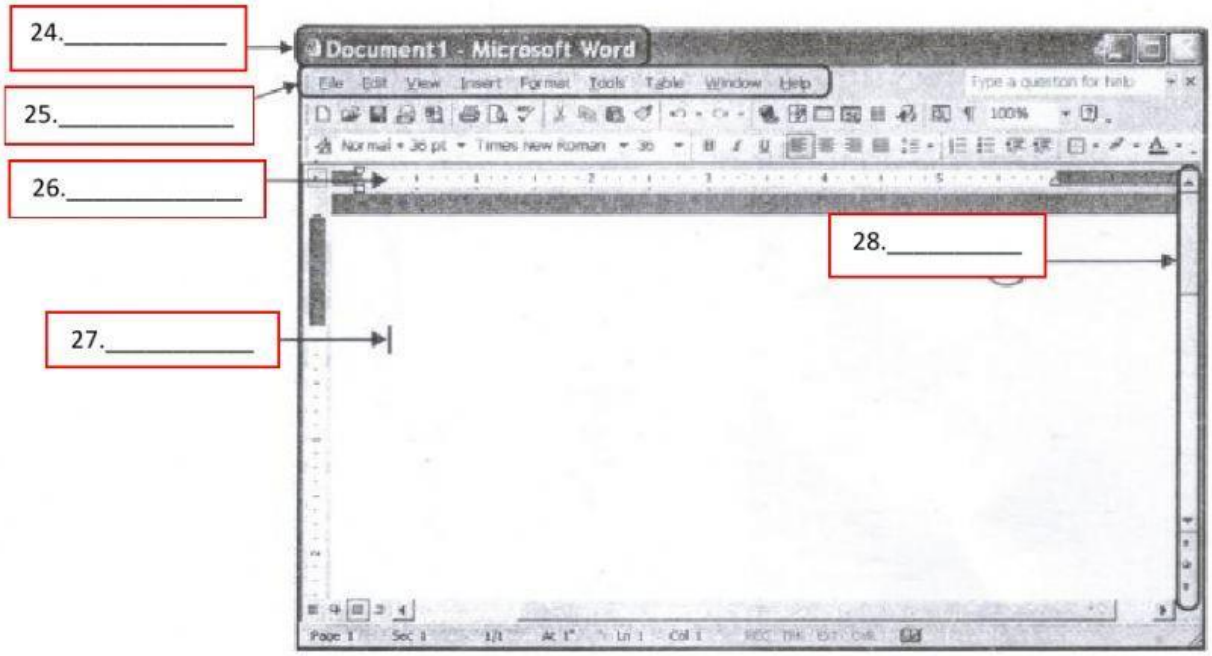
20. _____

21. _____

22. _____

23. _____

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



LIVEWORKSHEETS

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

Column A	Column B
_____29. Sets a **bold** style to your text.	a. 
_____30. Has a list of **fonts** that you can use.	b. 
_____31. Sets your text to be in a **straight line on both sides** of the text.	c. 
_____32. Sets an **Italic** style to your text.	d. 
_____33. Makes all your text **underlined**.	e. 
_____34. Sets all your text in the **center** of the page.	f. 
_____35. Has a list of **font sizes** that you can use.	g. 
_____36. Sets all your text to be in a straight line on the **left** hand side.	h. 
_____37. Sets all your text to be in a straight line on the **right** hand side.	i. 
_____38. Lets you **change the look** of your document easily.	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

LIVEWORKSHEETS

_____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_____

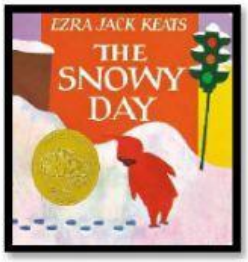
a. Font Styles b. Font Types c. Font Size

_____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

LIVEWORKSHEETS

_____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

LIVEWORKSHEETS