

WORD PROCESSING

UNIT TEST

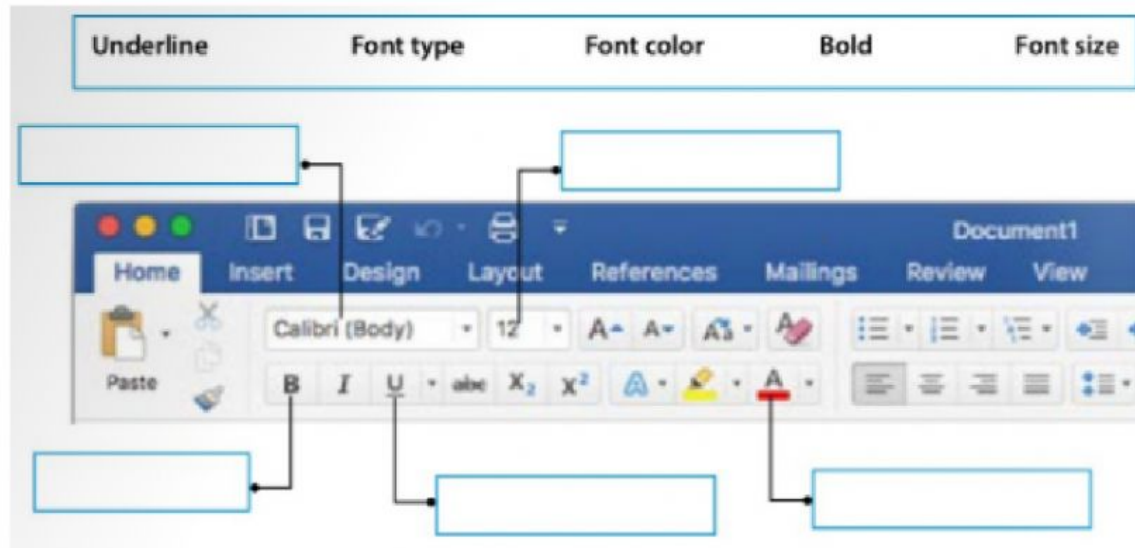
ICT YEAR 8



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Quick Test 1

Label the following with the words given below.



Quick Test 2

Match the icons in Column A to the appropriate labels in Column B. An example has been given.

Column A



Column B

- ☒ Bold
- ☐ Justify
- ☐ Align Left
- ☐ Underline
- ☐ Align Right
- ☐ Bullets
- ☐ Center
- ☐ Italic

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Quick Test 3

Multiple choice question. Circle the correct answer.


1. The file extension _____ indicates the file is a Word document.
A msw **B** wor **C** wrd **D** doc

2. Holding the Shift key together with number 7 will give _____.
A % **B** & **C** # **D** @

3. The  button in Word allows us to _____.
A Save **B** Print **C** Undo **D** Search

4. Pressing the enter key in Word allows you to _____ the line.
A Erase **B** Change **C** Leave space in **D** Edit

5. The numeric keypad on the keyboard allows us to enter _____.
A Numbers **B** Letters **C** Symbols **D** Equations

6. The  button is used to _____ a document.
A Save **B** Letters **C** Minimise **D** Close

7. Calibri, Times New Roman, Arial are example of _____ used in Word.
A Codes **B** Colours **C** Fonts **D** Bullets

8. The _____ button erases text in front of the cursor.
A Shift **B** Delete **C** Tab **D** Enter

9. Changing the appearance of a document is called _____.
A Proofing **B** Editing **C** Formatting **D** Printing

10. Which would you choose to save a document with a new name?
A Press Insert **B** Click File, Save As **C** Click Design **D** Click View

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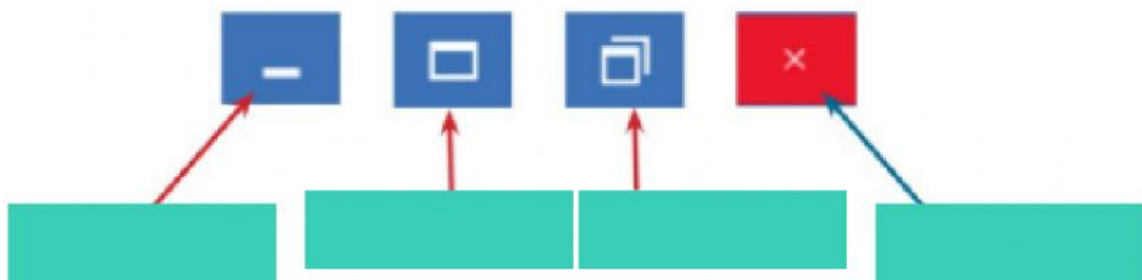
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Quick Test 4

1. These are Windows buttons. Label.



2. Match the Windows button to its function.

Minimize Button

Maximize/Restore Button

Close/Exit Button

This button closes the window / program.

This button hides the application currently appearing on the screen to the taskbar.

This button increases the size of a window to fill the whole screen or window. Clicking it again restores the window.

COMPUTER OPERATIONS & FUNDAMENTALS UNIT TEST ICT YEAR 8



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Quick Test 5

1. Match the following:

- | | | | |
|-------------------|---|--|--|
| Hardware | ● | | ● Computer programs. |
| Internal hardware | ● | | ● Parts connected to the system unit from outside. |
| Software | ● | | ● All the parts of the computer that can be touched. |
| External hardware | ● | | ● Parts found inside the system unit. |

2. Fill in the blanks with the following words:

Internal keyboard hardware external software MS Paint

- (a) _____ is an example of hardware.
- (b) _____ hardware is found outside the system unit.
- (c) _____ hardware is found inside the system unit.
- (d) _____ is an example of software.
- (e) The computer needs both _____ and _____ to function properly.

3. Read the following sentences carefully and state whether they are True or False:

- (a) The mouse can be touched, therefore, it is a piece of hardware.
- (b) A computer game is an example of hardware.
- (c) A computer game is an example of software.
- (d) Internal hardware is found outside the system unit.
- (e) Computer programs are called software.

COMPUTER OPERATIONS & FUNDAMENTALS

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Quick Test 6

Hardware or Software. Label each computer part. Write H (for hardware) or S (for software).









GRAPHICS UNIT TEST ICT YEAR 8



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Quick Test 7

1. Match the MS Paint tool to its name.







Tools	Name
	Text
	Fill with Color
	Eraser
	Colour Picker
	Magnifier
	Pencil

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2. Match the MS Paint tool to its function.

Tools	Description
	To pick a colour from a picture.
	To insert text into a picture.
	To erase part of the picture.
	To enlarge part of the picture.
	To fill a shape with a colour.
	Used for free hand drawing.