S. C. MCPHERSON JUNIOR HIGH SCHOOL
SUMMER TERM EXAMINATION 2026
SUBJECT: BUSINESS STUDIES
GRADE LEVEL: **8**



MICROSOFT WORD

DATE: MAY 2026
DURATION: 1 Hour

STUDENT'S NAME:_____

TEACHER'S NAME: Place a check mark next to the name of your teacher.

	Mrs. J. Clare
	Ms. J. Jones
	Mrs. N. Sweeting-Uriz

Instructions: This exam includes ____3__sections. Read the instructions and answer all questions in each section appropriately. The number of points awarded for each section is included in the instructions before each section.

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Section A: Multiple Choice (30 POINTS)

Instructions: SELECT the BEST possible answer for the questions listed below. **1 point each**

1. Which group in Microsoft Word contains the Font Box?
   a) Clipboard
   b) Font
   c) Paragraph
   d) Styles

2. Which alignment places text at the center of the page?
   a) Right
   b) Center
   c) Left
   d) Justify

3. Which feature appears at the bottom of each page?
   a) Paragraph
   b) Footer
   c) Header
   d) Clipboard

4. Which shortcut key is used to copy selected text?
   a) Ctrl + X
   b) Ctrl + C
   c) Ctrl + V
   d) Ctrl + P

5. What happens when you cut text?
   a) The text is deleted permanently
   b) The text stays in the same place
   c) The text is removed and stored temporarily
   d) The text becomes bold

6. Which line spacing option leaves the least amount of space between lines?
   a) 1.0
   b) 1.5
   c) 2.0
   d) 2.5

7. Which line spacing option is commonly called double spacing?
   a) 1.0
   b) 1.15
   c) 1.5
   d) 2.0

8. What is indentation used for in Microsoft Word?
   a) To insert pictures
   b) To move text away from the margin
   c) To change font size
   d) To print a document

9. Which indentation marker moves only the first line of a paragraph?
   a) Left Indent
   b) Right Indent
   c) First Line Indent
   d) Hanging Indent

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10. Which indentation style leaves the first line at the margin while moving the other lines inward?
    a) Hanging Indent
    b) Right Indent
    c) First Line Indent
    d) Left Indent

11. Which feature is used to organize items in a list with symbols?
    a) Numbering
    b) Bullets
    c) Tabs
    d) Alignment

12. Which feature is best used for steps in order?
    a) Bullets
    b) Pictures
    c) Numbering
    d) Alignment

13. Which page orientation is taller than it is wide?
    a) Landscape
    b) Portrait
    c) Square
    d) Horizontal

14. Which page orientation is wider than it is tall?
    a) Portrait
    b) Vertical
    c) Landscape
    d) Normal

15. Which tab on the Ribbon in Microsoft Word contains page size options?
    a) Home
    b) Insert
    c) Layout
    d) Review

16. What is the default paper size commonly used in Microsoft Word?
    a) Legal
    b) A3
    c) Letter
    d) Envelope

17. What is the purpose of a table in Microsoft Word?
    a) To decorate the page
    b) To organize information into rows and columns
    c) To insert videos
    d) To check spelling

18. A table is made up of rows and _____.
    a) Margins
    b) Columns
    c) Pictures
    d) Fonts

19. Which tab on the Ribbon is used to insert pictures into a document?
    a) Home
    b) Review
    c) Insert
    d) View

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20. Which type of graphic can be inserted into a Word document?
    a) Picture
    b) Clip Art
    c) Shapes
    d) All of the above

21. What key is pressed to move the insertion point to the next tab stop?
    a) Enter
    b) Shift
    c) Tab
    d) Spacebar

22. Which tool shows non-printing tab characters in Word?
    a) Ruler
    b) Tabs Dialog Box
    c) Show/Hide Button
    d) Status Bar

23. Where are leader characters most commonly used?
    a) Letters
    b) Posters
    c) Tables of contents
    d) Emails

24. Which method can be used to clear a tab stop?
    a) Pressing Backspace
    b) Dragging it off the ruler
    c) Pressing the Spacebar
    d) Closing the document

25. How many TAB buttons do Microsoft Word provide by default?
    a) Three
    b) Four
    c) Five
    d) Six

26. Which tab icon aligns text evenly on both sides from the center?
    a) Left Tab
    b) Right Tab
    c) Decimal Tab
    d) Center Tab

27. What is the purpose of the Paste command?
    a) To remove text
    b) To insert copied or cut information
    c) To underline text
    d) To change font size

28. What is the main purpose of margins in Microsoft Word?
    a) To decorate a page
    b) To create space around the edges of a page
    c) To insert pictures
    d) To check spelling

29. What is a single box inside a table called?
    a) Cell
    b) Margin
    c) Tab
    d) Paragraph

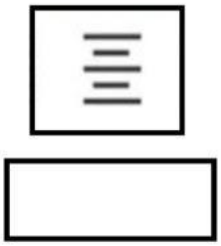
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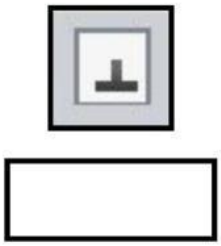
30. Which option would you use to resize a graphic?
    a) Drag the sizing handles
    b) Press Enter
    c) Use the Spacebar
    d) Click the Status Bar

Section B: Labeling (10 POINTS)

Instructions: Label the following Microsoft Word tools using the terms below.

Bar Tab	Left Tab	Justify	Decimal Tab	Align Left
Right Tab	Align Right	First line indent	Center Align	Center Tab







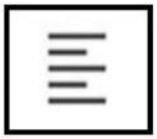














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Section C: True and False (10 POINTS)

Instructions: Select **True** if the statement is true or **False** if the statement is false.

1. _____ Headers appear at the top of a document page.
2. _____ Ctrl + X is the shortcut key used to paste information.
3. _____ Double line spacing does **not** use the 2.0 option.
4. _____ Bullets are **not** best used for steps that must follow a specific order.
5. _____ Graphics cannot be resized once inserted into a document.
6. _____ A single box in a table is called a cell.
7. _____ Pictures can only be inserted from the internet.
8. _____ Headers and footers only appear on the first page of a document.
9. _____ Once added, headers and footers cannot be edited.
10. _____ Clip Art is a type of graphic that can be added to a document.

Section D: Short Answer Questions (12 POINTS)

1. Define the term line spacing. **1pt**

2. State one difference between portrait and landscape orientation. **2pts**

3. Explain why a student creating a timetable might use a table in Microsoft Word. **2pts**

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4. A teacher wants the title of a document to appear on every page. Which feature should be used and why? **2pts**

5. Explain why using tabs is more effective than pressing the spacebar several times when aligning text. **2pts**

6. Your class is creating a flyer for a school event. Explain how graphics and alignments can make the flyer more attractive and easier to read. **3pts**

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