



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.

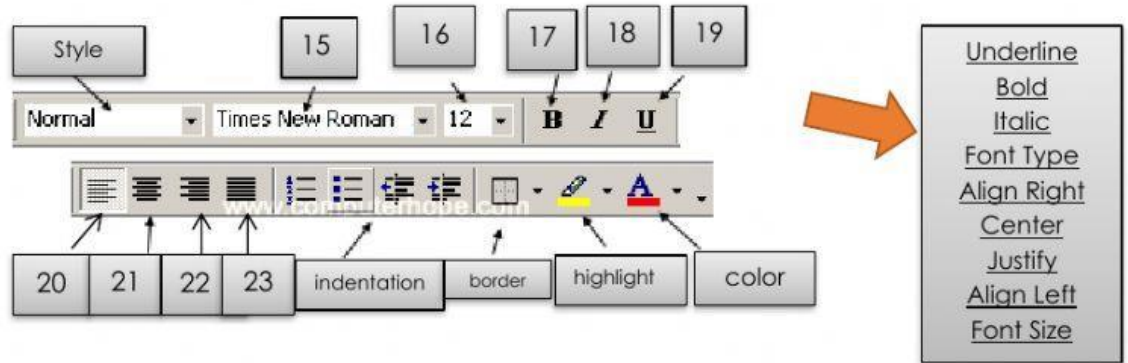
_____ 11. Making changes when a word is wrong.

_____ 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. _____

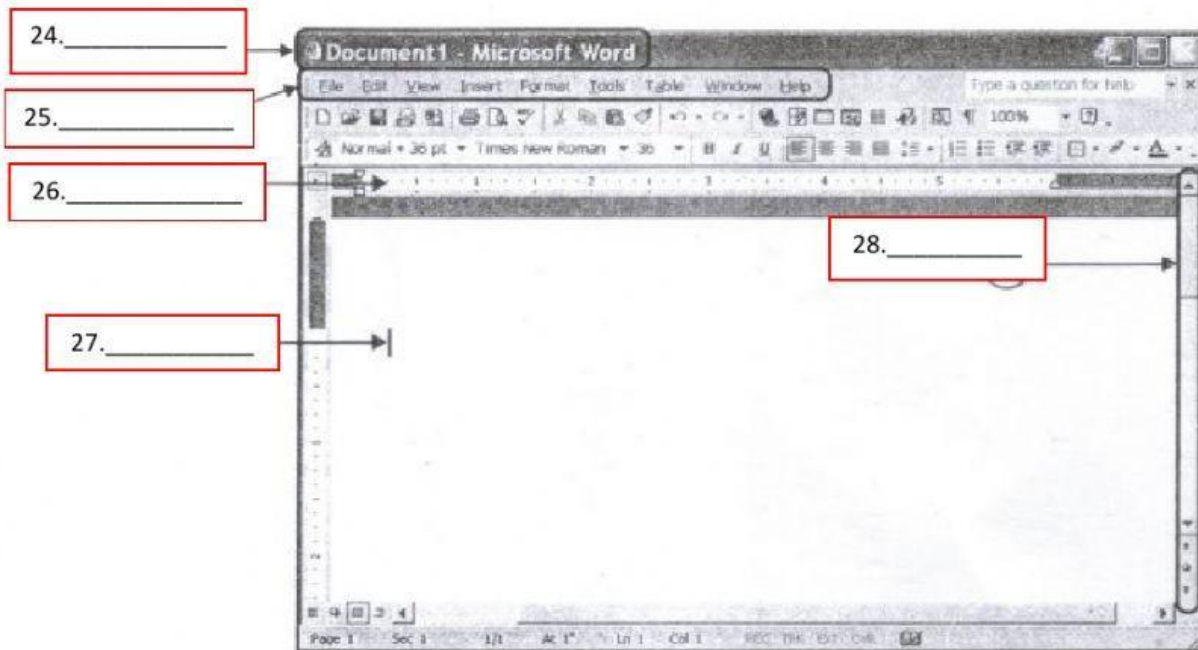
20. _____

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

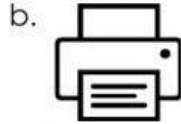
____ 41. After creating a document , you should ____ it regularly.

- 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?

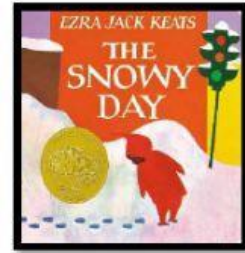
- a. five b. Four c. Ten

____ 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