

KINGSWAY ACADEMY HIGH SCHOOL

TEST S2-1

FEBRUARY 2023

Grade 7 INFORMATION TECHNOLOGY (THEORY PAPER)

Teacher: Mrs. S. Gaitor

Name: _____ **Homeroom:** _____ **Date:** _____

SECTION 1: Multiple Choice

Read each question carefully. There are four options for each question. (a, b, c, d). Circle the letter of the best answer for each question. [20 pts]

1. This element or feature of the Word window contains the name of the document and the name of the program.
 - a. Title bar
 - b. Quick Access Toolbar
 - c. Ribbon
 - d. Scroll bars

2. This element or feature of the Word window contains frequently used commands.
 - a. Title bar
 - b. Quick Access Toolbar
 - c. Ribbon
 - d. Scroll bars

3. This element or feature of the Word window is located across the top of the Word window from left to right and contains commands needed to complete a task.
 - a. Title bar
 - b. Quick Access Toolbar
 - c. Ribbon
 - d. Scroll bars

4. This element or feature of the Word window moves the page up and down or left to right.
 - a. Title bar
 - b. Quick Access Toolbar
 - c. Ribbon
 - d. Scroll bars

5. This element or feature of the Word window closes the window.
 - a. view button
 - b. Minimize
 - c. Close
 - d. ribbon tabs

6. This element or feature of the Word window changes the layout view of the document to read mode, print layout view, and web view.

- view button
- Minimize
- Close
- ribbon tabs

7. This element or feature of the Word window contains a series of related commands grouped together.

- view button
- Minimize
- Close
- ribbon tabs

8. This element or feature of the Word window hides the window from the screen and places it in the taskbar.

- view button
- Minimize
- Close
- Scroll bars

9. Name the home row keys.

- asdf
- jk;
- asdf jkl;
- asdfghjkl;

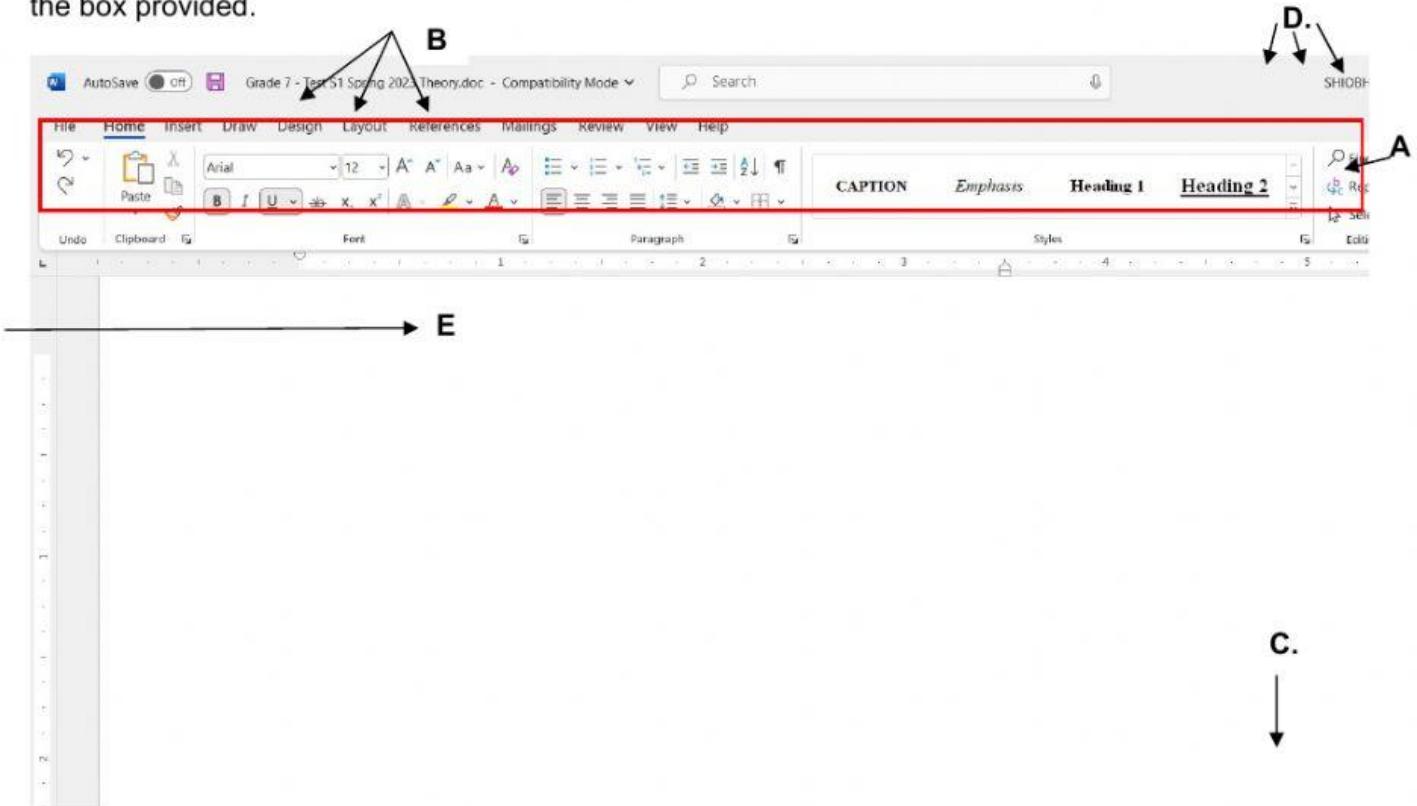
10. What are the two letters on the same row as the home row keys, that are not considered part of the home row keys.

- a and s
- d and f
- g and h
- j and k

SECTION 2: Labelling

[10 pts]

Label the following by identifying the correct Word element beside each letter and writing the name in the box provided.



- a.
- b.
- c.
- d.
- e.

WORD BANK

Zoom controls

Minimize, maximize, close

Ribbon tabs

Active work area

Ribbon

a. **SECTION 3: Matching**

[14 pts]

Match the Word window element on the left with the correct Letter description on the right.

WORD ELEMENT	DESCRIPTION
A. Ribbon	_____ An example of a Word processing program.
B. Ctrl + P	_____ short cut for open.
C. Cursor	_____ Commands that you often use are located here.
D. File name	_____ Short cut for print.
E. Quick access toolbar	_____ The file name.
F. Ctrl + O	_____ Blinking black line showing where the next character will be typed.
G. Microsoft Word	_____ Contains commands you need to complete a task.