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

LIVEWORKSHEETS

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.

    a. view button
    b. Minimize
    c. Close
    d. ribbon tabs

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

    a. view button
    b. Minimize
    c. Close
    d. ribbon tabs

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

    a. view button
    b. Minimize
    c. Close
    d. Scroll bars

9. Name the home row keys.

    a. asdf
    b. jkl;
    c. asdf jkl;
    d. 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.

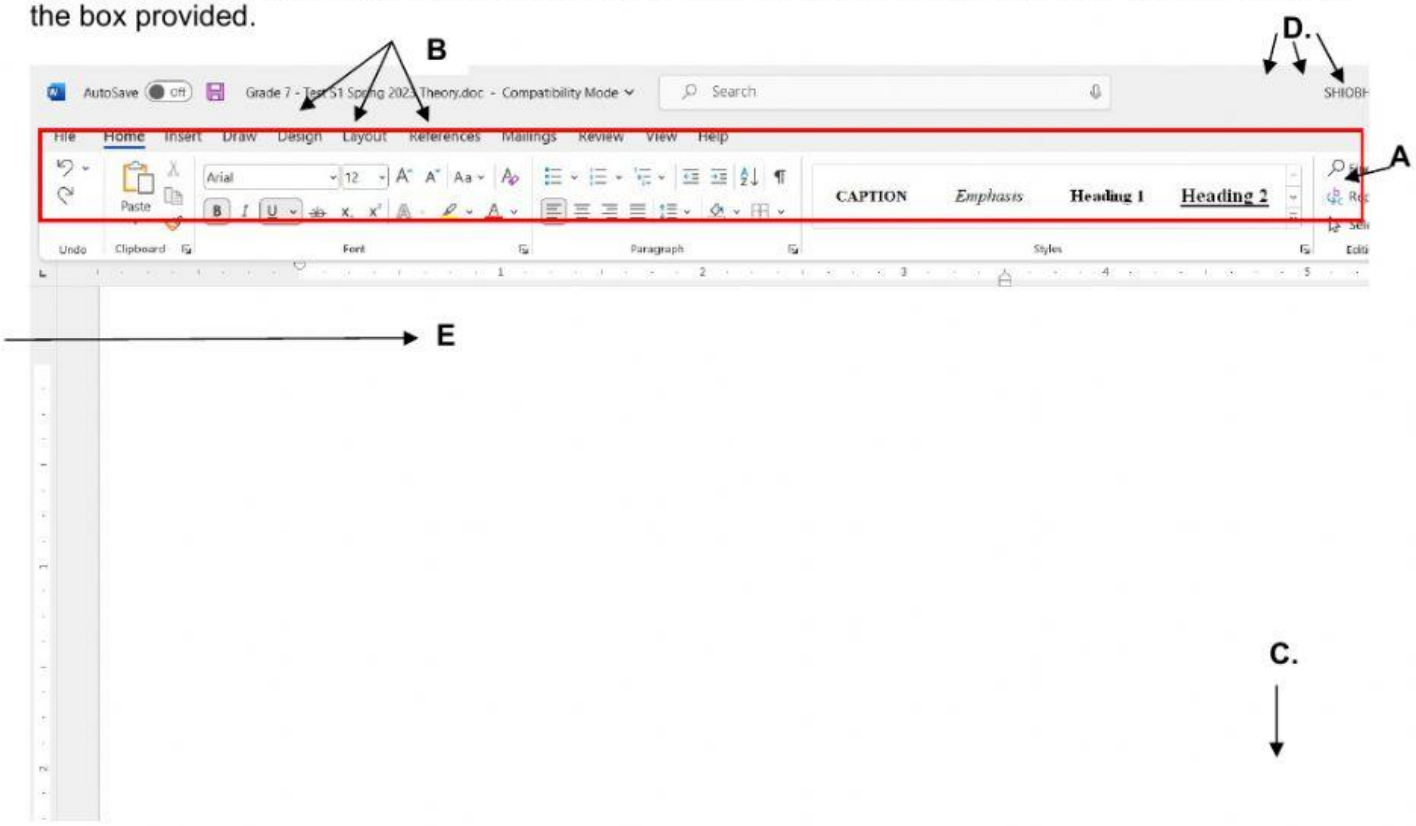
    a. a and s
    b. d and f
    c. g and h
    d. j and k

LIVEWORKSHEETS

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

LIVEWORKSHEETS

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.

LIVEWORKSHEETS