

Name: _____ Grade: _____

**Computer Studies
Word Processing
Summer Examination 2024
Grades 8 Rahming**

Instructions Answer All Questions.

Section A. Multiple Choice

Answer each question by clicking on the correct answer.

1. Microsoft Word is a word processing software where you can _____.
 - a. Create and edit documents of all types
 - b. Create and save documents of all types
 - c. Create, save and print written documents.

2. A _____ is a type of Word document that allows you to use a preset set-up where you can just add your information.
 - a. Blank document
 - b. Template
 - c. Existing document

3. The quickest way to start Word is to _____.
 - a. Double click the icon on the desktop
 - b. Triple click the icon on the desktop
 - c. Go through the menu

4. This part of the Word window moves the screen from left to right.
 - a. Vertical scroll bar
 - b. Horizontal scroll bar
 - c. Ruler bar

5. There are _____ types of tabs.
- 4
 - 5
 - 6
6. There is 1 space between _____.
- Words and commas
 - Words only
 - Words and full stops
7. When you press control + S you will be _____.
- Centering
 - Bolding
 - Saving
8. When you press F7 you will be _____.
- Underlining
 - Spellchecking
 - Printing
9. When formatting text your first step is to _____.
- Highlight the text
 - Select the text
 - all of the above they are the same
10. This is adding color behind the writing
- Font color
 - Highlighting
 - Font size
11. There are _____ types of tabs.
- 4
 - 5
 - 6

12. In Show/hide the tab is displayed as a(n) _____.

- a. Dot
- b. Arrow
- c. No symbol

13. There are _____ types of justifications.

- a. 3
- b. 4
- c. 5

14. Which is not a justification?

- a. Left
- b. Right
- c. Decimal

15. Which is not a tab?

- a. Bar
- b. Right
- c. Justify

16. The _____ letter is written to accompany a resume.

- a. inquiry
- b. cover
- c. sales

17. Examples of tab leaders are:

- A. _____
- B. -----
- C.
- D. All of the above

18. If a red wavy line appears under a word, you have just typed; it indicates that the word:

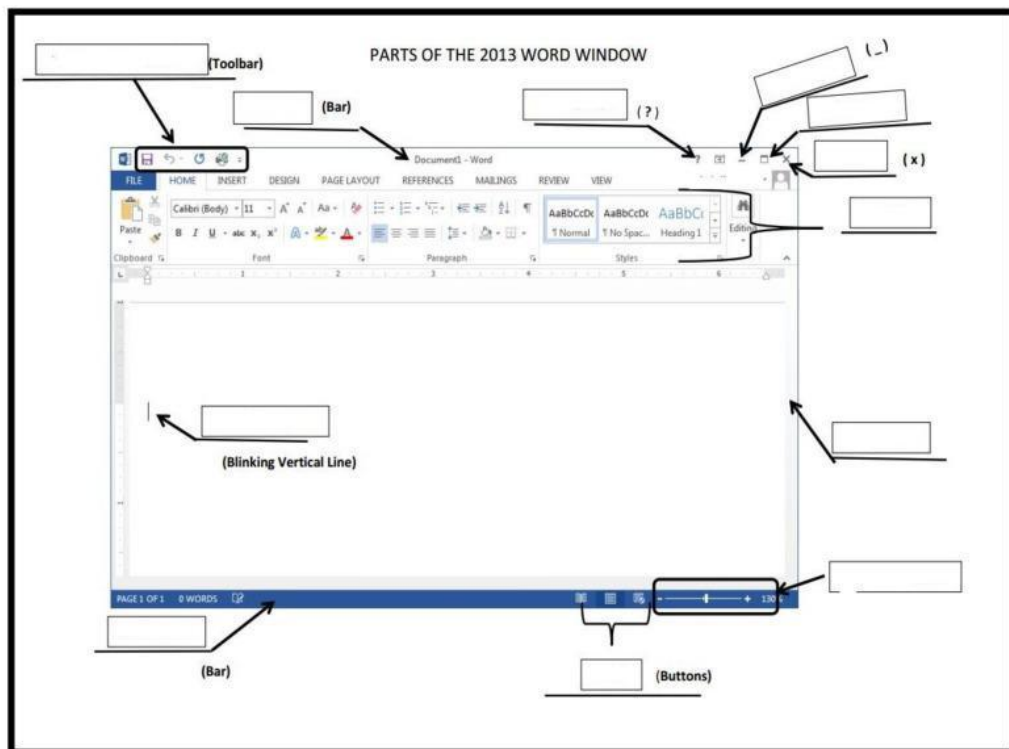
- A. is too long for the line of text.
- B. is not in the dictionary file and therefore might be misspelled.
- C. a possible grammatical error is detected.
- D. is not appropriate for that particular sentence.

Section B. Labelling

Using the words in the word bank, label the diagram by drag and dropping them in the correct position.

Word Bank

Title	Minimize	Quick Access	Status
Close	Insertion point	Ribbon	Zoom
Help	View	Maximize	Vertical scroll bar



Section C. True or False

True or False. Write either true or false on the line to make the statement correct.

(10 points)

- _____ Save and save-as are the same.
- _____ Bold makes a word standout.
- _____ The Zoom slider makes the screen bigger or smaller.
- _____ You can not see you document before you print
- _____ Microsoft Word can only print words.
- _____ Font style and size are the same thing.

7. _____ Bar is a type of tab.
8. _____ You cannot underline text that is already typed in.
9. _____ Italics darkens the words so that it stands out.
10. _____ If you select a word you can bold, italicize and underline at the same time.

Section D. Picture Study

Study the pictures and then select the correct answer to each question that follow.

TYPES OF FROGS

Mimic Poison Frog

The mimic poison frog (*Ranitomeya imitator*) is a favorite for its wide variation in color patterns. Four distinct morphs are known for the species, each a blend of vibrant hues.

Goliath Frog

The goliath frog (*Conraua goliath*) measures between 6.5 and 12.5 inches in length and weighs anywhere from about 1 to 7 pounds, making it the largest frog in the world.

1. Which word is underline only _____
2. Which word is underline and bold _____
3. Which words are highlighted _____
4. Which words are in all caps _____
5. Which words are not black _____
6. How many lines are centred _____
7. How many words are italicized _____
8. Which justifications are the paragraphs _____
9. How many words are bold _____
10. The paragraphs are _____ line spacing.

Section A. Fill in the Blank

Read each statement and fill in the blanks to complete the action.

1. To center text that is already typed you _____ the text, then click on the _____ button.

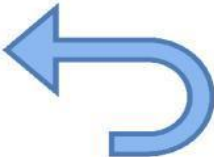
2. To set a tab you click on the paragraph dialog button, then the _____ button, then type the tab stop position and click on the _____ button, OK.

3. To set the line spacing to double you _____ the text, then click on the line spacing button and click on the number _____.

4. To copy a picture from Google you open Word, Open Google, search for a picture _____ it, go back to Word and _____ it.

5. To print a document you click on File, Print, _____ or Control + _____.

The name of each icon on the lines provided.

		
_____	_____	_____
		
_____	_____	_____
		
_____	_____	_____

Parts of the letter

Click on the arrow and place the parts of the letter in the correct order.

1	
2	
3	
4	
5	
6	
7	
8	

Click and match the definition to the words.

	The area of the page that is not printed on.
	There are 5: left, right, center, decimal and bar.
	Words appear in the middle of the page and as you type it spread evenly towards the left and right margins
	There are 2 one moves the screen up and down and the other moves the screen left and right.
	Codes that show editing but don't appear in the printout
	Words appear darker and bigger
	Runs vertically in a table
	Runs horizontally in table
	Joining 2 paragraphs
	Using the word with the dotted line
	Switching the order of words on the same line
	Switching the order of words from 2 different lines

	Change all the words to capitals, 1 space between each letter and 3 spaces between each word.
	Make 2 words one