



S. C. MCPHERSON JUNIOR HIGH SCHOOL

SUMMER TERM EXAMINATION 2025

SUBJECT: BUSINESS STUDIES

GRADE LEVEL: 8



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DATE: June 2025

TIME: 2nd & 6th Period

DURATION: 60 minutes

STUDENT'S NAME: _____

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

☐	Ms. T. Johnson
☐	Mrs. J. Clear
☐	Mrs. N. Sweeting-Uriz

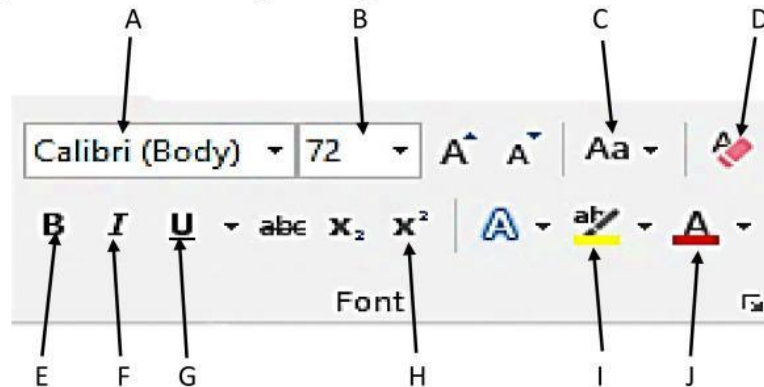
Instructions to candidates: This exam includes _____ sections. Read the instructions and answer all questions in each section appropriately. The number of points awarded for each section is included in the instructions before each section.

Section A

Multiple-Choice Questions

Instructions: For each question there are four possible answers labelled A, B, C, and D. Choose the one answer you consider correct and circle your choice on the question paper. (50 points)

Answer questions 1 – 10 using the diagram below



1. Name the command labelled **A**:

- a) Font Size
- b) Font Style
- c) Font Colour
- d) Text Effects

2. Name the command labelled **B**:

- a) Clear All formatting
- b) Font Style
- c) Font Colour
- d) Font Size

3. Name the command labelled **C**:

- a) Clear All Formatting
- b) Underline
- c) Change Case
- d) Text Effects

4. Name the command labelled **D**:

- a) Clear All Formatting
- b) Underline
- c) Change Case
- d) Text Effects

5. Name the command labelled **E**:

- a) Superscript
- b) Italic
- c) Bold
- d) Change case

6. Name the command labelled **F**:

- a) Underline
- b) Change Case
- c) Font Colour
- d) Italic

7. Name the command labelled **G**:

- a) Clear All Formatting
- b) Underline
- c) Change Case
- d) Text Effects

8. Name the command labelled **H**:

- a) Text Effects
- b) Text Highlight Colour
- c) Subscript
- d) Superscript

9. Name the command labelled I:

- a) Font Colour
- b) Bold
- c) Text Highlight Colour
- d) Underline

10. Name the command labelled J:

- a) Font Colour
- b) Superscript
- c) Text Highlight Colour
- d) Clear All Formatting

11. The way text appears on a page is called its:

- A. font
- B. format
- C. typeface
- D. dingbats

12. The first step in creating emphasized text is to:

- A. bold the text to be emphasized.
- B. place the cursor to the left of the text to be emphasized.
- C. select the text to be emphasized.
- D. place the cursor within the text to be emphasized.

13. Font sizes are measured in units called:

- A. pecks.
- B. fonts.
- C. inches.
- D. points.

14. To bold an entire paragraph:
- A. place the cursor at the beginning of the paragraph, press the Shift key and the bold key until the end of the paragraph is reached.
 - B. highlight the paragraph, press the Shift key and the bold key until the end of the paragraph is reached.
 - C. place the cursor at the beginning of the paragraph and click the Bold button on the Ribbon.
 - D. select the entire paragraph and click the Bold button on the Ribbon.
15. If an underlined word is selected, and then the Italics button on the Ribbon is clicked, the word:
- A. remains underlined only because text cannot be both italicized and underlined.
 - B. becomes underlined only.
 - C. becomes underlined and italicized.
 - D. a warning is displayed.
16. A subscript is:
- A. a font that resembles cursive writing.
 - B. text that is slightly below the current line.
 - C. text that is raised slightly above the current line.
 - D. another word for Underline style.
17. A superscript is
- A. a font that resembles cursive writing.
 - B. text that is slightly below the current line.
 - C. text that is raised slightly above the current line.
 - D. another word for Underline style.
18. Which tab button has the alignment commands?
- A. Insert tab
 - B. Reference tab
 - C. Home tab
 - D. Page Layout

19. Left aligned text:

- A. is positioned equidistant from the left and right margins.
- B. has a ragged left edge and a straight right edge.
- C. is always double spaced.
- D. has a straight left edge and a ragged right edge.

20. The lines of text in a justified paragraph:

- A. have a straight left edge and a ragged right edge.
- B. have a straight right edge and a ragged left edge.
- C. have a straight left edge and a straight right edge.
- D. a justified paragraph is simply a paragraph that has never been formatted.

21. A paragraph whose lines of text are halfway from the left and right margins is:

- A. left aligned.
- B. right aligned.
- C. centered.
- D. Word does not allow lines of text to be halfway from left and right margins.

22. What is the default margin in a Word document?

- A. Center
- B. Right
- C. Justify
- D. Left

23. To insert such symbols (in question 28) into a document:

- A. click Insert → Symbol and select a symbol.
- B. click Home → Symbol and select a symbol.
- C. click Layout → Symbol and select a symbol.
- D. click Symbol and select a symbol.

24. Which of the following special characters can be added to a document?

- A. •
- B. ©
- C. ™
- D. All of the above characters can be added to a document.

25. The Show/Hide ¶ button on the Ribbon:

- A. creates a new paragraph.
- B. displays or hides symbols for characters like spaces and tabs.
- C. displays or hides the Ribbon.
- D. displays or hides the text you just typed.

26. 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.

27. If a green wavy line appears under a phrase or sentence you have just typed, it indicates that the phrase or sentence:

- 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.

28. If a blue 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 the particular sentence.

29. To correct a misspelled word:

- A. select the Vocabulary command from the Review tab and then select the correct spelling.
- B. click on the Replace button on the Home tab.
- C. click on the Auto-correct button on the Ribbon.
- D. right-click on the word to display a menu of suggested spellings, then select the correct spelling.

30. Which command is use for changing the amount of space between lines of text?

- A. Borders and Shading
- B. Line and Paragraph Spacing
- C. Paragraph Spacing
- D. Decrease Indent

31. Double spacing:

- A. puts spaces only between paragraphs.
- B. puts two spaces at the top of each page.
- C. puts two spaces between each word.
- D. puts a blank line between each line of text.

32. Triple spacing:

- A. puts spaces only between paragraphs.
- B. puts two spaces at the top of each page.
- C. puts two spaces between each line of text.
- D. puts a blank line between each line of text.

33. Quadruple spacing:

- A. puts spaces only between paragraphs.
- B. puts three spaces between each line of text.
- C. puts two spaces between each line of text.
- D. puts a blank line between each line of text.

34. Margins are:

- A. how the reader interprets the document.
- B. shows what printouts will look like.
- C. the position relative to the sides of the page.
- D. the white space around the text on a page.

35. When a margin is changed it affects:

- A. only paragraph on the current page.
- B. only the selected text.
- C. the entire document.
- D. only the page in which the cursor is located.

36. When left and right margins are narrowed, what happens to the amount of text that a line can contain?

- A. the amount of text on a line increases.
- B. the amount of text decreases on only the line that the cursor is on.
- C. the amount of text on a line remains the same and only changes when the document is printed.
- D. the amount of text on a line decreases.

37. If a document's margins are changed and then the document is saved, the new margins:

- A. will be reserved.
- B. will be reserved only if the Print command is executed.
- C. are lost and are reset to the default values.
- D. will be erased and need to be reset when the document is next opened.

38. Which margin is the space allotted for binding?

- A. gutter
- B. top
- C. right
- D. page

39. To format a document with margins that are not listed:

- A. click Layout tab → Margins → Custom Margins.
- B. Click Review tab → Custom Margins.
- C. click Insert tab → Orientation → Margins.
- D. click Page setup tab → Margins → Wide.

40. What is NOT a paper size:

- A. Legal
- B. Letter
- C. Label
- D. Executive

41. Legal size paper is _____?

- A. 8.27 x 11.69
- B. 8.5 x 11
- C. 8 x 12
- D. 8.5 x 14

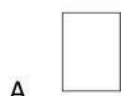
42. Letter size paper is _____?

- A. 8.27 x 11.69
- B. 8.5 x 11
- C. 8 x 12
- D. 8.5 x 14

43. Which paper is Landscape?



44. Which paper is Portrait?



45. What is the correct order to changing paper sizes?

- A. Layout/Change paper size/Size
- B. Layout/Size/Change paper size
- C. Size/Layout/Change paper size
- D. Size/Change paper size/Layout



46. This picture represents

- A. Shapes
- B. Margins
- C. Spelling and grammar
- D. Orientation



47. This picture represents

- A. Margins
- B. Spelling and grammar
- C. Orientation
- D. Shapes



48. This picture represents

- A. Paper size
- B. Shapes
- C. Margins
- D. Spelling and grammar



49. This picture represents

- A. Shapes
- B. Spelling and grammar
- C. Paper size
- D. Orientation



50. This picture represents

- A. Orientation
- B. Spelling and grammar
- C. Paper size
- D. Orientation

SECTION B (True/False Questions)

Instruction: The following statements are either TRUE or FALSE. Write **T** if the statement is true and **F** if the statement is false. (8 points)

1. ____ The keyboard shortcut to italic a paragraph is Ctrl+ B.
2. ____ The headings are at least 2 points larger than the body text.
3. ____ To remove all formatting, click Clear formatting.
4. ____ Press Shift+F7 to display the Research task pane.
5. ____ A paragraph in a new document is double spaced by default.
6. ____ Landscape orientation is the default setting for Word document.
7. ____ When you delete a row or column, the text in the cells is also deleted.
8. ____ Text cannot be copied from one document to another.

SECTION: C
Matching Questions

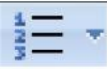
Instructions: Select the short cut key that matches its function: (15 points)

1.	Left Align
2.	Undo
3.	Right Align
4.	Save
5.	Center
6.	Decrease Font Size
7.	Justify
8.	Increase Font Size
9.	Bold
10.	Underline
11.	Italic
12.	Redo
13.	Subscript
14.	Print
15.	Superscript

SECTION: D

Matching Questions

Instructions: Match the icons to its explanation. Number 1 is done for you:
(5 points)

1. 	G	A. This icon helps any grammatical errors.
2. 		B. This icon inserts bullets or numbers in sequential order
3. 		C. This icon goes back to what you had before you made your last edit.
4. 		D. This icon save work for future use.
5. 		E. This icon shows all non – printing characters
6. 		F. This icon places borders and shading around your page.
7. 		G. This allows us to paste what we have copied.

SECTION: E
Label Diagrams

Instructions: Label the business letter below in the space provided. (8 points)

3559 Longfellow Drive }
Portland, ME 04107-7486 }
October 2, 2017 }

Ms. Lydia Kent }
Norton Industries }
333 Highland Street }
Portland, ME 04103-8488 }

Dear Ms. Kent }

{
Thank you for allowing me to meet with you to discuss the position in your document processing department. Being able to observe the department in action and met with Mr. Conrad as well as several other employees gave me a much better understanding of the requirements of the job as well as the opportunities available with Norton Industries.

The company tuition reimbursement program is particularly appealing to me. It is a very difficult decision for me to forego further schooling in order to start a career immediately. Your program would allow me to do both.

If there is any additional information that I can provide to assist you in making your decision, I would be happy to do so. I am looking forward to hearing from you.

Sincerely }

Ms. Dianna E. Warrens }

Enc }