

YEAR 8 STUDENT PROGRESS EXAM
COMPUTER STUDIES

SECTION A (10 marks)

Answer ALL questions in this section

Choose the BEST ANSWER, then write the letter (A, B,C,D) in the answer box.

1. A _____ is a computer program that is used to create documents.
(A) spreadsheet
(B) word processor
(C) graphics
(D) presentation

2. What word processor feature that moves automatically to the beginning of the next line?
(A) Spell Checker
(B) Formatting
(C) Word wrap
(D) Alignment

3. The process of keeping a copy of a document for future use is called _____.
(A) Open
(B) Save
(C) Format
(D) Print

4. A _____ is a document in which you can save on your disk.
(A) Desk top
(B) File
(C) Template
(D) Recycle Bin

5. Text can be resized by using the _____ feature on the formatting tool bar.
(A) Font size
(B) Font type
(C) Font colour
(D) Font style

6. _____ is inserting documents from other files into the present document.

- (A) Importing
- (B) Saving
- (C) Deleting
- (D) Exporting

7. A _____ is a set of letters and numbers in a particular style.

- (A) Paragraph
- (B) Font
- (C) Margins
- (D) Page orientation

8. Changing the appearance of a document is called _____.

- (A) Opening
- (B) Formatting
- (C) Previewing
- (D) Printing

9. A _____ is a tool which is used to check the spelling mistakes in your document.

- (A) Thesaurus
- (B) Spell Check
- (C) Font Size
- (D) Synonyms

10. Tables in a word processor are made up of _____ and _____.

- (A) Rows , Columns
- (B) Rows , Cell
- (C) Field, Records
- (D) Field, Columns

Section B: SHORT ANSWER QUESTIONS

1. Give two examples of a word processor package?

2. Give two advantages of word processors?

(1) _____

(2) _____

3. List the two types of page orientation?

4. What is the function of *Print Preview feature in a word processor?*

5. What do the following commands do?

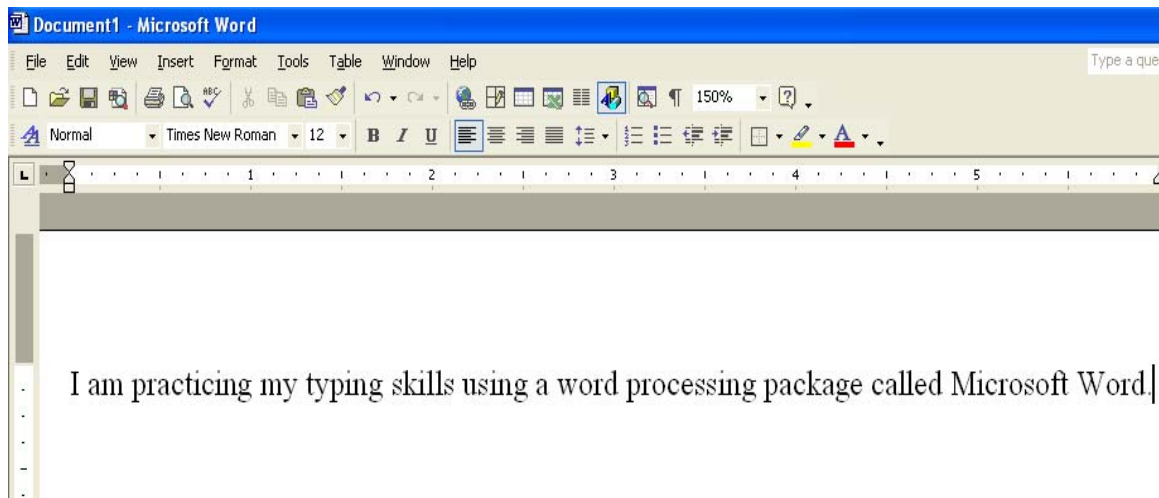
(a) Cut : _____

(b) Copy : _____

(c) Paste : _____

Section C: STRUCTURED QUESTIONS

1. Aizuddin has been practicing his typing skills by using Microsoft Word. Below is a sample of his work.



(a) Suggest two ways on how he could format his document?

(b) Describe how he can make a duplicate of his text and place it to a new blank page?

(c) Aizuddin wanted to save his document with a different file name, how can he perform that operation?

(d) Aizuddin wanted to add some pictures into his document. List down the steps on how he can perform this?
