



សាលាអាមេរិកាំងហ្គេត
GOLDEN GATE AMERICAN SCHOOL

Campus:	Grade:	Teacher:	Score: /100
Student's full name:			
Class:	(M/F)	Date: / /	

Term 3 Mid-Term Exam

Subject ICT

(Time allowed: 40 minutes)

EXAM RULES

1. Write the date, your full name, gender and class on the front page.
2. NO talking in the examination room.
3. Stay seated at your desk until the teacher says you can get up.
4. If you need help, raise your hand. Do not stand up or shout out!
5. Food and drinks are not allowed (only clear water bottles).
6. No cell phones, tablets, i-pads or other electronics are allowed in the class.
7. Write neatly and clearly! Check your work when you have finished.
8. **CHEATING** will not be tolerated! Do not look at other students' work, do not whisper or communicate in any way with other students.

IF YOU ARE CAUGHT CHEATING, YOUR EXAM WILL BE TAKEN AWAY, MARKS WILL BE DEDUCTED (YOU MIGHT GET ZERO) AND DISCIPLINARY PROCEDURES WILL BE FOLLOWED

1. How do you open Microsoft Word?

- (A) Click the Start button, then scroll down the sidebar with the applications and click Microsoft Office, then Microsoft Word.
- (B) To make our writing easier to read
- (C) Click the Start button, then scroll right the sidebar with the applications and click Microsoft Office, then Microsoft Word.
- (D) Click the Start button, then scroll up the sidebar with the applications and click Microsoft Office, then Microsoft Word.

2. How do you find text in Microsoft Word?

- (A) On the Home tab, in the Font group, click Find, then in the Navigation task pane, type the text you want to find.
- (B) On the Insert tab, in the Symbol group, click Find, then in the Navigation task pane, type the text you want to find.
- (C) On the Home tab, in the Editing group, click Find, then in the Navigation task pane, type the text you want to find.
- (D) Insert symbols and special characters into the document

3. What is the purpose of the "Home" tab in Microsoft Word?

- (A) To apply basic text and paragraph formatting options
- (B) To change the document's page layout and background
- (C) To review and edit the document's content
- (D) To insert tables, charts, and images

4. How do you make text bold in Microsoft Word?

- (A) Designing website layouts
- (B) Select the text you want to modify, then on the Home tab in the Font group, click Underline.
- (C) Select the text you want to modify, then on the Home tab in the Font group, click Italic.
- (D) Select the text you want to modify, then on the Home tab in the Font group, click Bold.

5. How do you change the font in Microsoft Word?

- (A) Select the text you want to modify, then on the Home tab, in the Editing group, click the arrow next to the Font button, then in the list, click the font you want to use.
- (B) Create and print mailing labels, envelopes, and form letters
- (C) Select the text you want to modify, then on the Insert tab, in the Symbol group, click the arrow next to the Font button, then in the list, click the font you want to use.
- (D) Select the text you want to modify, then on the Home tab, in the Font group, click the arrow next to the Font button, then in the list, click the font you want to use.

6. How do you apply shading to text in Microsoft Word?

- (A) On the Insert tab, in the Symbol group, click the arrow next to the Text Highlight Color button, then in the list, click a highlight color.
- (B) On the Home tab, in the Font group, click the arrow next to the Text Highlight Color button, then in the list, click a highlight color.
- (C) Save or print the document
- (D) On the Home tab, in the Editing group, click the arrow next to the Text Highlight Color button, then in the list, click a highlight color.

7. How do you change the size of text appearance in Microsoft Word?

- (A) Click the zoom slider on the top of the window, hold down the right mouse button, and drag the slider to the right or left.
- (B) To apply different text and paragraph formatting options
- (C) Click the zoom slider on the status bar at the bottom of the window, hold down the left mouse button, and drag the slider to the right or left.
- (D) Click the zoom slider on the side of the window, hold down the middle mouse button, and drag the slider to the right or left.

8. How do you align text in Microsoft Word?

- (A) On the Home tab, in the Paragraph group, click one of the four alignment options
- (B) On the Home tab, in the Font group, click the arrow next to the Text Highlight Color button and choose an alignment colorw
- (C) On the Home tab, in the Font group, click the arrow next to the Font button and choose a font alignment
- (D) On the Home tab, in the Font group, click the arrow next to the Font Size button and choose an alignment size

9. How do you undo an action in Microsoft Word?

- (A) Click Save or press Ctrl + S.
- (B) Click Redo or press Ctrl + R.
- (C) Click Undo or press Ctrl + Z.
- (D) To apply different text and paragraph formatting options

10. How do you make text bold in Microsoft Word?

- (A) Highlight the text you want to modify and click Bold
- (B) Highlight the text you want to modify and click Underline
- (C) None of the above
- (D) Highlight the text you want to modify and click Italic

Name		Quiz	
Date		Class	

- A B C D E

1 ☐A ☐B ☐C ☐D

2 ☐A ☐B ☐C ☐D

3 ☐A ☐B ☐C ☐D

4 ☐A ☐B ☐C ☐D

5 ☐A ☐B ☐C ☐D

6 ☐A ☐B ☐C ☐D

7 ☐A ☐B ☐C ☐D

8 ☐A ☐B ☐C ☐D

9 ☐A ☐B ☐C ☐D

10 ☐A ☐B ☐C ☐D
- A B C D E

11 ☐A ☐B ☐C ☐D

12 ☐A ☐B ☐C ☐D

13 ☐A ☐B ☐C ☐D

14 ☐A ☐B ☐C ☐D

15 ☐A ☐B ☐C ☐D

16 ☐A ☐B ☐C ☐D

17 ☐A ☐B ☐C ☐D

18 ☐A ☐B ☐C ☐D

19 ☐A ☐B ☐C ☐D

20 ☐A ☐B ☐C ☐D

Test
Version A ☒ B ☐ C ☐ D ☐