



សាលាអាមេរិកាំងហ្គេត
GOLDEN GATE AMERICAN SCHOOL

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

Term 2 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. Which program is commonly used for writing and formatting text?

| | |
|--|--|
| <input type="radio"/> (A) Microsoft Word | <input type="radio"/> (B) Microsoft Excel |
| <input type="radio"/> (C) Microsoft PowerPoint | <input type="radio"/> (D) Microsoft Access |
2. How do you open Microsoft Word?

| | |
|--|---|
| <input type="radio"/> (A) Click the search button and type "word" | <input type="radio"/> (B) Click the start button and select "Word" |
| <input type="radio"/> (C) Click the search button and type "excel" | <input type="radio"/> (D) Click the start button and select "Excel" |
3. Where is the ribbon located in Microsoft Word?

| | |
|---|--|
| <input type="radio"/> (A) At the bottom of the screen | <input type="radio"/> (B) On the left side of the screen |
| <input type="radio"/> (C) On the right side of the screen | <input type="radio"/> (D) At the top of the screen |
4. What is the purpose of grouping buttons in the ribbon?

| | |
|---|--|
| <input type="radio"/> (A) To make the interface more organized | <input type="radio"/> (B) To make the buttons easier to find |
| <input type="radio"/> (C) To group buttons that perform similar functions | <input type="radio"/> (D) All of the above |
5. What is the purpose of rulers in Microsoft Word?

| | |
|--|---|
| <input type="radio"/> (A) To align text | <input type="radio"/> (B) To change the size of a table |
| <input type="radio"/> (C) To change the font of text | <input type="radio"/> (D) To change the color of text |
6. How do you save a document in Microsoft Word?

| | |
|---|--|
| <input type="radio"/> (A) Click the save button | <input type="radio"/> (B) Press Ctrl + S |
| <input type="radio"/> (C) Go to the File tab and click Save | <input type="radio"/> (D) All of the above |
7. Which file format is the default for saving documents in Microsoft Word?

| | |
|---------------------------------|---------------------------------|
| <input type="radio"/> (A) .docx | <input type="radio"/> (B) .xlsx |
| <input type="radio"/> (C) .pptx | <input type="radio"/> (D) .pdf |
8. How do you change the font of a word or phrase in Microsoft Word?

| | |
|--|---|
| <input type="radio"/> (A) Select the word or phrase and click the Font button in the Home tab | <input type="radio"/> (B) Select the word or phrase and click the Bold button in the Home tab |
| <input type="radio"/> (C) Select the word or phrase and click the Underline button in the Home tab | <input type="radio"/> (D) Select the word or phrase and click the Italic button in the Home tab |

9. What is the purpose of bullets and numbering in Microsoft Word?
- (A) To create a list of items (B) To change the font of text
(C) To add borders and shading to text (D) To insert images and graphics
10. How do you align a paragraph in Microsoft Word?
- (A) Select the paragraph and click the Align Left button in the Home tab (B) Select the paragraph and click the Align Right button in the Home tab
(C) Select the paragraph and click the Center button in the Home tab (D) All of the above
11. What is the purpose of paragraph indentation in Microsoft Word?
- (A) To change the font of text (B) To add borders and shading to text
(C) To align the text in a paragraph (D) To change the distance of the paragraph from the margin
12. How do you apply line spacing to a paragraph in Microsoft Word?
- (A) Select the paragraph and click the Line and Paragraph Spacing button in the Home tab (B) Select the paragraph and click the Increase Indent button in the Home tab
(C) Select the paragraph and click the Decrease Indent button in the Home tab (D) Select the paragraph and click the Bullets button in the Home tab
13. What is the purpose of borders and shading in Microsoft Word?
- (A) To change the font of text (B) To add images and graphics
(C) To format tables (D) To apply special effects to text
14. How do you insert a picture in Microsoft Word?
- (A) Click the Insert tab, click Online Pictures, and select an image (B) Click the Insert tab, click Shapes, and select an image
(C) Click the Insert tab, click Pictures, and select an image (D) Click the Insert tab, click Tables, and select an image
15. How do you create a table in Microsoft Word?
- (A) Click the Insert tab, click Online Pictures, and select a table template (B) Click the Insert tab, click Shapes, and select a table template
(C) Click the Insert tab, click Tables, and select the number of rows and columns (D) Click the Insert tab, click Pictures, and select a table template

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|------|--|-------|--|
| 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 ☐