



សាលាអាមេរិកាំងហ្គេត
GOLDEN GATE AMERICAN SCHOOL

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. What is a tab in Microsoft Word?
 - (A) A drum that your cursor makes
 - (B) A way to control the distance between text
 - (C) A type of alignment for text
 - (D) A type of leader for forms and content tables
2. How many tabs can you have in each paragraph?
 - (A) Only one
 - (B) Two
 - (C) As many as you want
 - (D) It depends on the alignment
3. How do you set a tab in Microsoft Word?
 - (A) Double-click on the ruler
 - (B) Right-click on the ruler
 - (C) Click until the left tab appears
 - (D) Press the Tab key
4. How do you delete a tab in Microsoft Word?
 - (A) Drag and drop the tab into the document area
 - (B) Right-click on the tab and select delete
 - (C) Change paragraph by pressing Enter
 - (D) Press the Backspace key
5. What happens if you use spaces instead of tabs for alignment?
 - (A) You get perfect alignment
 - (B) The printed document will look nicer
 - (C) The alignment won't be perfect
 - (D) The document won't be formatted correctly
6. What is a tab leader?
 - (A) A type of alignment for tabs
 - (B) A row of dots that leads the reader from one bit of information to another
 - (C) A type of leader for forms and content tables
 - (D) A way to control the distance between text
7. How do you open the tabs window in Microsoft Word?
 - (A) On the Home tab, in the paragraph group, click the expand button
 - (B) On the View tab, in the show group, click Ruler
 - (C) On the Layout tab, in the page setup group, click Columns
 - (D) On the Insert tab, in the Header & Footer group, click Header

8. What can you do in the tabs window?

- (A) Set the exact position of your tab
- (B) Select the proper alignment
- (C) Set the type of leader you want to have
- (D) All of the above

9. How do you create the first line of a form using tabs?

- (A) Set a tab stop at 1.27 centimeters with left alignment and a 2 leader
- (B) Set a tab stop at 6 centimeters with left alignment and a 2 leader
- (C) Set a tab stop at 14 centimeters with left alignment and a 2 leader
- (D) Set a tab stop at 10 centimeters with left alignment and a 2 leader

10. What is a column break used for?

- (A) To control where each column begins
- (B) To control where each paragraph begins
- (C) To control where each page begins
- (D) To control where each section begins

11. How do you insert a column break in Microsoft Word?

- (A) Click at the beginning of the text and press the Column Break key
- (B) On the Layout tab, in the page setup group, click Breaks and select Column
- (C) On the Insert tab, in the Header & Footer group, click Footer and select Column Break
- (D) On the Home tab, in the Paragraph group, click the Show/Hide button

12. What is a page break used for?

- (A) To control where each column begins
- (B) To control where each paragraph begins
- (C) To control where each page begins
- (D) To control where each section begins

13. How do you insert a page break in Microsoft Word?

- (A) Click at the beginning of the text and press the Page Break key
- (B) On the Layout tab, in the page setup group, click Breaks and select Page
- (C) On the Insert tab, in the Header & Footer group, click Footer and select Page Break
- (D) On the Home tab, in the Paragraph group, click the Show/Hide button

14. What is a section break used for?

- (A) To control where each column begins
- (B) To control where each paragraph begins
- (C) To control where each page begins
- (D) To separate and format different sections of a document

15. How do you insert a section break in Microsoft Word?

- (A) Click at the beginning of the text and press the Section Break key
- (B) On the Layout tab, in the page setup group, click Breaks and select Section
- (C) On the Insert tab, in the Header & Footer group, click Footer and select Section Break
- (D) On the Home tab, in the Paragraph group, click the Show/Hide button

Name		Quiz	
Date		Class	

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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

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Test
Version A ☒ B ☐ C ☐ D ☐