

### MID-TERM EXAMINATION - OCTOBER, 2022

CLASS: **JHS 2**

SUBJECT: **ICT**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

#### ANSWER ALL QUESTIONS

- Which of the following toolbars contain the *insert pictures* tool button
  - Standard toolbar
  - Formatting toolbar
  - Drawing toolbar
  - Status bar
- \_\_\_\_\_ tool on the drawing toolbar is used to draw square in MS – Word.
  - Oval
  - Arrow
  - Line
  - Rectangle
- The command that displays how a document will appear on paper when it is printed is \_\_\_\_\_.
  - Printer
  - Appear
  - Print preview
  - Printer preview
- To see exactly how the pages of a current document will appear when printed, the command given is the \_\_\_\_\_.
  - Print setup command
  - Print command
  - Print preview command
  - View command

*Use the information below to answer*

#### *Question 5 -- 10*

- i. Arrow    ii. Circle    iii. Picture  
iv. Square    v. oval    vi. Line    vii. Bullet
- Which group of tools is drawing tool bars?
    - i, iii, iv and v only
    - I, ii, iii and v only
    - I, ii, iii, iv, v and vi
    - I, and vii only
  - Which tool bar is used to draw circular shapes or figure?
    - I    B. II    C. III    D. IV

7. Among which of the tool bar is used to draw rectangular figures?  
**A. II B. VII C. IV D. V**
8. To draw lines one must use the \_\_\_\_\_ tool bar.  
**A. I B. II C. III D. IV**
9. Which tool bar will enable a user to insert arrows into document?  
**A. I B. III C. IV D. VI**
10. Which of the following is not on the drawing tool bar?  
**A. Auto C. Symbols  
 B. Clip Art D. Word Art**
11. Special software that is used to access the internet is called \_\_\_\_\_.  
**A. Address bar C. Web browser  
 B. Search engine D. Windows XP**
12. Which of the following features of browser is used to return to a previously viewed webpage?  
**A. Forward button C. Reload button  
 B. Back button D. Start button**
13. To preview a document before printing is necessary because \_\_\_\_\_.  
**A. It displays the name of the document  
 B. It displays how the document will look like after printing  
 C. It displays copy and paste of the document  
 D. It formats the document**
14. A computer program that enables users to *surf* the internet is known as  
**A. Internet surfer  
 B. Web browser  
 C. Web surfer  
 D. Web navigator**
15. In MS Word, where the next character will appear is indicated by the \_\_\_\_\_.  
**A. Pointer C. I- beam  
 B. Cursor D. Keyboard**
16. A "**Browser**" is application software. An example of a browser is \_\_\_\_\_.  
**A. Windows word  
 B. Corel draw  
 C. Windows excel  
 D. Microsoft Internet Explorer**
17. The size of the **A4** paper or sheet is measured in \_\_\_\_\_.  
**A. 8.27 X 11.69 inches  
 B. 5.83 X 8.27 inches  
 C. 11.69 X 16.54 inches  
 D. 8.5 X 11 inches**
18. Which feature of web browser reloads current web page when clicked.  
**A. Address bar C. Refresh  
 B. Back D. Forward**
19. The standard paper size for official document is  
**A. A1  
 B. A2  
 C. A3  
 D. A4**
20. The gap between the edge of the paper and text is known as.....  
**A. Page orientation  
 B. Page margin  
 C. Print preview  
 D. Number of copies**

21. The removal of unwanted outer part of an image is known as


- A. Word wrap
- B. Text wrap
- C. Cropping
- D. Clipboard

22. The alignment of text around a picture is called

- A. Word wrap
- B. Text wrap
- C. Cropping
- D. Clipboard

23. A collection of ready-made illustrations that can be inserted in a word document is known as .....

- A. Clipboard
- B. Clip Art
- C. WordArt
- D. Gallery

24. The icon  is used for

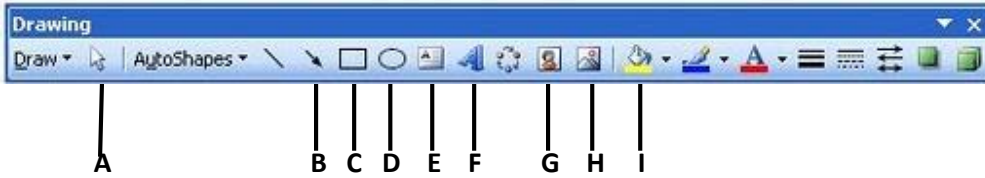
- A. Rotating shape
- B. Moving shape
- C. Resizing shape
- D. Deleting shape

25. All the following are reasons why we insert picture in a word documents except

- A. To give the document a professional look
- B. To support the content in the document
- C. To correct spelling and grammar error
- D. To all the user insert feature such as school logo.

SECTION B

Consider the figure below



a) Identify the figure above \_\_\_\_\_

b) Name the parts labeled A,B,C,D,E,F,G.H and I

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

c) State the parts labeled B,C,D and F

_____	_____
_____	_____
_____	_____
_____	_____

d) Mention four commands on the print preview toolbar

_____	_____
_____	_____
_____	_____

e) Give two important of previewing a document before printing

_____	_____
_____	_____
_____	_____