

ECAT Computer Science Chapter 8 Word Processing

Sr	Questions	Answers Choice
1	_____ is an absolute address:	A. A1 B. A1\$ C. AS1\$ D. None
2	If the custom format is 00000 then the number 420 will be displayed as:	A. 420 B. 0420 C. 00420 D. 420.00
3	The actual working area in Microsoft excel is:	A. A15 B. B15 C. C15 D. D15
4	The extensions of MS word file:	A. wrd. B. xls. C. ipq. D. doc.
5	The command is used to move text from one document to another is:	A. Replace B. Edit C. Format D. Cut and paste
6	Formula can only be applied on:	A. Values B. Labels C. Unmerged cells D. None
7	When starting word, the name of the default document is:	A. Document1 B. Word1 C. File1 D. WPD1
8	A tool that is used to generate form letters is called	A. Mail Merge B. Grammar Ready C. Mail Ready D. Letter Writer
9	Word processing programs are used to create:	A. Reports B. Letters C. Labels D. All
10	A set of buttons to execute commands in a word processing document is called:	A. Menu B. Button list C. Dialog D. Toolbar
11	A collection of related worksheets is called:	A. Spreadsheet B. Cells C. File D. Workbook
12	The 0.0000000001 us displayed in default column width as:	A. 1E - 10 B. E-10 C. 1E-9 D. 01E-9
13	The symbol that is shows where the next character will be typed is called:	A. Typing point B. Typing locator C. Insertion point D. Scroll
14	The font that does not display little lines at the top and bottom of characters is:	A. European B. Sans-serif C. American D. Serif
15	Which of the following is used to edit text in a document?	A. Delete key B. Backspace key C. Cut and paste D. All

16	The shape of the insertion point symbol is:	A. Arrow B. Vertical line C. Horizontal line D. Circle
17	Symbol is used before formula:	A. & B. = C. # D. \$
18	The process of moving up or down in a word processing document is called	A. Line movement B. Word wrap C. Pull down D. Scrolling
19	Range of cells from C2 to C100 is referenced as:	A. C2-100 B. C2:C100 C. C2 to C100 D. C2:100
20	The extension of MS-Word file is	A. wrd B. xls C. lpa D. doc
