

## ECAT Computer Science Chapter 8 Word Processing

Sr	Questions	Answers Choice
1	For a currency format cell, the number 461.593 will be displayed as:	A. 461.593 B. \$4615.19 C. \$46159.3 D. \$461.59
2	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
3	Which of the following feature is used to reverse the changes made to a document	A. WYSIWYG B. Redo C. Undo D. GUI
4	The tool used to find a similar or alternative word in a document is called	A. Finder B. Thesaurus C. Dictionary D. Style
5	To add the value of cell 'C9' of worksheet "Sheet3" with the cell 'B2' of current worksheet, the formula is written as:	A. =C9+B2 B. =Sheet3!C9+B2 C. =Sheet3!B2+C9 D. =Sheet3!B2+sheet3!C9
6	The 0.0000000001 us displayed in default column width as:	A. 1E - 10 B. E-10 C. 1E-9 D. 01E-9
7	The actual working area in Microsoft excel is:	A. A15 B. B15 C. C15 D. D15
8	_____ represents a label:	A. Mubeen Ahmad B. 736 C. = A1+B2 D. None
9	What command is used to move selected text to another part of document?	A. Copy and position B. Drag and drop C. Find and replace D. Both a and b are correct
10	If the custom format is ##.### then the number 23349 will be displayed as:	A. 167.00 B. 23.349 C. 16.300 D. 16.3
11	The extensions of MS word file:	A. wrd. B. xis. C. ipq. D. doc.
12	_____ is a spreadsheet:	A. MS word B. MS excel C. Ms power point D. Both a and b
13	A word processor can	A. Copy text B. Insert text C. Find and replace text D. All
14	A mathematical expression that is used to perform calculation on worksheet is called:	A. Cell B. Format C. Formula D. Address
15	_____Is not a feature of spreadsheet program:	A. Rows and columns B. Formula C. Print D. WordArt

16	Which of the following is a spreadsheet?	A. MS word B. MS excel C. Ms power point D. Both a and b
17	The tool used to find the similar or alternative word in a documented is called:	A. Finder B. Thesaurus C. Dictionary D. Style
18	When starting word, the name of the default document is:	A. Document1 B. Word1 C. File1 D. WPD1
19	The size of characters to be printed is measured in:	A. Inches B. Points C. Weight D. Degress
20	A word processor can:	A. Copy text B. Insert text C. Find and replace text D. All