ECAT Computer Science Chapter 8 Word Processing

Sr	Questions	Answers Choice
1	_____Is not a feature of spreadsheet program:	A. Rows and columns B. Formula C. Print D. WordArt
2	Which of the following is popular full-featured word processor?	A. Ms word B. Word pad C. Note pad D. All
3	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
4	Word processing includes the process of:	A. Editing text B. Entering text C. Formatting text D. All
5	Which of the following is used in word to temporarily hold information?	A. ROM B. Clipboard C. Desktop D. CRAMS
6	The currently selected cell where data can be entered or edited is called:	A. Idle cell B. Active cell C. Passive cell D. Present cell
7	Pressing Ins key will:	A. Insert a character into the document B. Toggle between undo and redo C. Toggle between insertion and over-type mode D. to insert image in document
8	Which of the following feature is used to reverse the changes made to a document	A. WYSIWYG B. Redo C. Undo D. GUI
9	The intersection of row and column form a:	A. Cell B. Address C. Reference D. Field
10	A word processor can:	A. Copy text B. Insert text C. Find and replace text D. All
11	Word processing includes the process of	A. Entering text B. Editing text C. Formatting D. All
12	Which of the following is popular full featured word processor:	A. MS word B. Word pad C. Note pad D. All
13	Clip board stores:	A. Entered text B. Copied text C. Deleted text D. Repeated text
14	A tool that is used to generate form letters is called	A. Mail Merge B. Grammar Ready C. Mail Ready D. Letter Writer
15	The default number format assigned to a cell is:	A. Currency B. Number C. Text

16	Which of the following is an absolute address?	A. A1 B. A1$ C. A1 D. None of these
17	A word processor can	A. Copy text B. Insert text C. Find and replace text D. All
18	A set of buttons to execute commands in a word processing document is called:	A. Menu B. Button list C. Dialog D. Toolbar
19	The tool used to find the similar or alternative word in a documented is called:	A. Finder B. Thesaurus C. Dictionary D. Style
20	Symbol is used before formula:	A. & B. = C. # D. $