ECAT Computer Science Chapter 8 Word Processing

Sr	Questions	Answers Choice
1	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
2	A set of buttons to execute commands in a word processing document is called:	A. Menu B. Button list C. Dialog D. Toolbar
3	_____ is an absolute address:	A. A1 B. A1$ C. A1 D. None
4	The font that displays little lines at the top and bottom of most characters is called:	A. Sens-serif B. French C. Decorated D. Serif
5	Which of the following is popular full featured word processor:	A. MS word B. Word pad C. Note pad D. All
6	Word processing includes the process of:	A. Editing text B. Entering text C. Formatting text D. All
7	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
8	Most modern word processors allow users to control the formats of:	A. Individual characters B. Paragraphs C. Complete denouements D. All
9	____ cell addresses is correct:	A. Z2 B. AZ3 C. 2Z D. Both a and b
10	Symbol is used before formula:	A. & B. = C. # D. $
11	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
12	A feature commonly available with word processor is	A. Spell checker B. Automatic footnoting C. Multicolumn tables D. All
13	A collection of related worksheets is called:	A. Spreadsheet B. Cells C. File D. Workbook
14	Which of the following is used to edit text in a document:	A. Delete key B. Backspace key C. Cut and Paste D. All
15	Which of the following feature is used to reverse the changes made to a document	A. WYSIWYG B. Redo C. Undo D. GUI

16	Which of the following feature is used to reverse the changes made to a document:	A. SYSIWYG B. Redo C. Undo D. GUI
17	If the custom format is ###.000 then the number 16.3 will be displayed as:	A. 016.3 B. 16.30 C. 16.300 D. 16.3
18	The intersection of row and column form a:	A. Cell B. Address C. Reference D. Field
19	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
20	Which of the following is popular full-featured word processor?	A. Copy text B. Insert text C. Find and replace text D. All