

PPSC Computer Science Topic 3 Microsoft Word

Sr	Questions	Answers Choice
1	MS Office provides help in many ways which of these is one of them.	A. What is this B. Office assistant C. Help menu D. All of the above
2	A feature of MS Word that saves the document automatically after certain interval is available on.	A. Save tab on options dialog box B. Save as dialog box C. Both of above D. None
3	Which of the following the second step in creating a macro.	A. Start recording B. Using you mouse or keyboard perform the task you want to automale C. Assign a keyboard short out to the macro D. Give the macro a name
4	After typing header text how can you quickly enter footer text.	A. Press page down key and type the text for footer. B. Click on switch between header and footer then type in text C. Both of above D. None
5	How can you make the selected character superscripted.	A. Ctrl + = B. Ctrl + Shift + = C. Alt + Ctrl + Shift + = D. None
6	Which of the following statement is false.	A. You can set different header footer for even and odd pages B. You can set different page number formats for different sections C. You can set different header footer for first page of a section D. You can set different header and footer for last page of a section
7	What is the short cut key to open the Open dialog box.	A. F12 B. Shift F12 C. Alt + F12 D. Ctrl +F12
8	What is the shortcut key you can press to create a copyright symbol.	A. Alt + Ctrl +C B. Alt +C C. Ctrl + C D. Ctrl + Shift + C
9	How can you apply exactly the same formatting you did to another text.	A. Copy the text and paste in new location then type new text again B. Copy the text and click on paste special tool on new place C. Select the text then click on format painter and select the new text D. All of above
10	To open columns dialog box quickly	A. Double click on the left margin area of ruler B. Double click the space between area on ruler C. Double click the right margin in ruler D. All of above
11	You cannot close MS Word application by	A. Choosing file menu then Exit submenu B. Press Alt +F4 C. Click X button on title bar D. From file menu choose close submenu
12	Suppose you wanted to create an Auto correct entry that would type the words We regret to inform you that you submission has been declined of the following choices which would be	A. Regret B. Subdual C. We regret to inform you that your

the best name you could assign to this entry.

submission has been declined
D. 11

13	Which of the following is graphics solution for Word Processors.	A. Clipart B. Word Art C. Drop cap D. All above
14	Which of the following are word processing software.	A. Word perfect B. Easy word C. MS word D. All of above
15	Pressing F8 key for three times selects	A. A word B. A sentence C. A paragraph D. Entire document
16	How many different positions can you set for drop cap.	A. 1 B. 2 C. 4 D. 6
17	Which option is not available insert table autofit behavior.	A. Fixed column width B. Auto fit to contents C. Auto fit to Window D. Auto fit to column
18	Which file starts MS word.	A. Winword exe B. Word exe C. MS word exe D. Word 2003 exe
19	Which indent marker controls all the lines except fist line.	A. First line indent marker B. Left indent marker C. Hanging indent marker D. Right indent marker
20	What is the smallest and largest font size available in font tool on formatting toolbar.	A. 8 and 72 B. 8 and 64 C. 12 to 72 D. None