

## PPSC Computer Science Topic 3 Microsoft Word

Sr	Questions	Answers Choice
1	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
2	To insert a drop cap in one of the paragraph you should access	A. Insert Menu B. Format C. Tools D. None
3	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
4	To get the symbol dialog box click on the _____ menu and choose symbol	A. Insert B. Format C. Tools D. Table
5	Auto correct was originally designed to replace _____ words as you type.	A. Short repetitive B. Grammatically incorrect C. Misspelled D. None of the above
6	Columns dialog box can be opened from	A. Format menu Columns submenu B. Double click on column space in ruler C. Press Alt +O+C D. All of above
7	Background color of effects applied on a document is not visible in.	A. Web layout view B. Print layout view C. Reading view D. Print preview
8	Borders can be applied to	A. Cells B. Paragraph C. Text D. All above
9	What is the extension of Word files.	A. FIL B. DOT C. DOC D. TXT
10	Which of the following is not of the merge process.	A. Sort the data source records B. Format a main document C. Edit a data source D. Merge the two files to print or create a new document
11	What is the maximum font size you can apply for any character	A. 163 B. 1638 C. 16038 D. None
12	In word the mailing list is known as the	A. Data sheet B. source C. Data source D. Sheet
13	What does Ctrl + = key effect.	A. Superscript B. Subscript C. All caps D. Shadow
14	Which operation you will perform if you need to move a block of text.	A. Copy and paste B. Cut and paste C. Paste and Delete D. Paste and cut

15	Pressing F8 key for three times selects	A. A word B. A sentence C. A paragraph D. Entire document
16	What is the shortcut key to open font dialog box.	A. Ctrl + F B. Alt + Ctrl + F C. Ctrl + D D. Ctrl + shift+ D
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 tab in Font dialog box contains options to apply font effects.	A. Font tab B. Character spacing C. Text Effects D. Standard toolbar
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	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