

PPSC Computer Science Topic 3 Microsoft Word

Sr	Questions	Answers Choice
1	Which of the following button will allow you to add delete or change records in your Data source.	A. Data source button B. Edit button C. Edit Data source button D. Data editing button
2	To move the cursor page to page of document.	A. Ctrl + Pgon B. Ctrl + Pg Up C. Both of above D. None
3	What happens when you click on insert >> picture>> clip art	A. It inserts a clipart picture into document B. It lets you choose clipart to C. if opens Clip Art taskbar D. None
4	Which of the following are word processing software.	A. Word perfect B. Easy word C. MS word D. All of above
5	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
6	Borders can be applied to	A. Cells B. Paragraph C. Text D. All above
7	A character that is raised and smaller above the baseline is known as.	A. Outlined B. Raised C. Superscript D. Subscript
8	Which of the following is used to create newspaper style columns.	A. Format tabs B. Table insert table C. Insert textbox D. Format Columns
9	How can you disable extended selection mode.	A. Press F8 again to disable B. Press del to disable C. Press Esc to disable D. Press Enter to disable
10	It is possible to _____ a data source before performing a merge	A. Create B. Modify C. Sort D. All of the above
11	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
12	Which of the following symbol sets would be most likely to contain a mathematical symbol such as a degree sign greater than or equal to or a Greek letter.	A. Wingdings B. Wingdings 3 C. Webdings D. Symbol
13	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
14	Pressing F8 key for three times selects	A. A word B. A sentence C. A paragraph D. Entire document

15	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
16	How many columns can you insert in a word document in maximum.	A. 35 B. 45 C. 55 D. 65
17	How many ways you can save a document.	A. 3 B. 4 C. 5 D. 6
18	Which of the following function key activates the speller.	A. F5 B. F7 C. F9 D. Shift + F7
19	What is the default left margin in Word 2003 document.	A. 1 ^{<sup>} "</sup> B. 1.25 ^{<sup>} "</sup> C. 1.5 " D. 2 "
20	Portrait and Landscape are	A. Page Orientation B. Paper size C. Page Layout D. All of above