

PPSC Computer Science Chapter 3 Microsoft Word

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Sr	Questions	Answers Choice
1	What is the smallest width of a column.	A. 0" B. 0.5" C. 1.5" D. 1"
2	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
3	Why drop caps are used in document.	A. To drop all the capital letters B. To automatically begin each paragraph with capital letter C. To begin a paragraph with a large dropped initial capital letter D. None
4	You can jump to the next column by	A. Clicking with your muse on the next column B. Press Alt+ Down arrow C. Both of above D. None
5	How can you access the font size tool on formatting toolbar.	A. Ctrl + S B. Ctrl + shift + S C. Ctrl + P D. Ctrl + shift + P
6	Which of the following function key activates the speller.	A. F5 B. F7 C. F9 D. Shift + F7
7	How can you make the selected character superscripted.	A. Ctrl + = B. Ctrl + Shift + = C. Alt + Ctrl + Shift + = D. None
8	To get the symbol dialog box click on the menu and choose symbol	A. Insert B. Format C. Tools D. Table
9	Text boundary can be displayed on hidden from	A. Auto text option from insert menu B. Options from tools menu C. Customize from tools menu D. All of above
10	Which of the following is not valid version of MS Office.	A. Office XP B. Office vista C. Office 2007 D. None
11	What is place to the left of horizontal scroll bar.	A. Tab stop buttons B. View buttons C. indicators D. None
12	If you want to keep track of different editions of a document which features will you use.	A. Editions B. Versions C. Track change D. All above
13	How much spave in minimum must be provided between columns.	A. 0" B. 0.5" C. 1.5" D. 1"
14	What is gutter margin.	A. Margin that is added to the left margin when printing. B. Margin that a added to the binding side of page when printing C. Margin that a added to right margin when printing.

		D. Margin that is added to the outside of the page when printing.
15	What is the maximum font size you can apply for any character	A. 163 B. 1638 C. 16038 D. None
16	The key strokes Ctrl + 1 is used to.	 A. Increase font size B. Inserts a line break C. Indicate the text should be bold D. Applies italic format to selected text
17	Borders can be applied to	A. Cells B. Paragraph C. Text D. All above
18	How can you remove tab stop markers from ruler.	A. Double click the tab marker and choose clear all B. Drag the tab stop marker out of the ruler C. Right click the tab stop marker and choose remove D. All of above
19	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
20	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