

PPSC Computer Science Chapter 3 Microsoft Word Online Test

Sr	Questions	Answers Choice
1	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
2	Which of the following is graphics solution for Word Processors.	A. Clipart B. Word Art C. Drop cap D. All above
3	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
4	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
5	Which file starts MS word.	A. Winword exe B. Word exe C. MS word exe D. Word 2003 exe
6	To autofit the width of column	A. Double click the right border of column B. Double click the left border of column C. Double click the column header D. All above
7	On which toolbar can you find format Painter tool.	A. Standard toolbar B. Formatting toolbar C. Drawing toolbar D. Picture toolbar
8	What is the default left margin in Word 2003 document.	A. 1["] B. 1.25["] C. 1.5 " D. 2 "
9	Which of the following is not one of the three mail merge helper steps.	A. Merge the two files B. Create the main document C. Set the mailing list parameters D. create the data source.
10	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
11	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 printng.
12	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
13	It is possible to _____ a data source before performing a merge	A. Create B. Modify C. Sort D. All of the above

14	What is the smallest and largest font size available in font tool on formatting toolbar.	B. 8 and 64 C. 12 to 72 D. None
15	From which menu you can insert Header and footer.	A. Insert Menu B. View menu C. Format menu D. Tools menu
16	Which of the following line spacing is invalid	A. Single B. Double C. Triple
17	A character that is raised and smaller above the baseline is known as.	A. Outlined B. Raised C. Superscript D. Subscript
18	In word the mailing list is known as the	A. Data sheet B. source C. Data source D. Sheet
19	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
20	A word processor would most likely be used to do	A. Keep an account of money spent B. Do a computer search in media center C. Maintain an inventory D. Type of biography
21	What is the smallest width of a column.	A. 0" B. 0.5" C. 1.5" D. 1"
22	How much space in minimum must be provided between columns.	A. 0" B. 0.5" C. 1.5" D. 1"
23	What is the short cut key to open the Open dialog box.	A. F12 B. Shift F12 C. Alt + F12 D. Ctrl +F12
24	What is the purpose of inserting header and footer in document.	A. To enhance the overall appearance of the document B. To mark the starting and ending of page C. To make large document more readable D. To allow page headers and footers appear on document when printed
25	To move the cursor page to page of document.	A. Ctrl + Pgdn B. Ctrl + Pg Up C. Both of above D. None
26	What is placed to the left of horizontal scroll bar.	A. Tab stop buttons B. View buttons C. indicators D. None
27	What is the extension of Word files.	A. FIL B. DOT C. DOC D. TXT
28	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
29	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

30	Auto correct was originally designed to replace _____ words as you type.	A. Short repetitive B. Grammatically incorrect C. Misspelled D. None of the above
31	Portrait and Landscape are	A. Page Orientation B. Paper size C. Page Layout D. All of above
32	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
33	Which of the following function key activates the speller.	A. F5 B. F7 C. F9 D. Shift + F7
34	Which of the following is not available on the Ruler of MS word screen.	A. Tap stop box B. Left indent C. Right indent D. Center indent
35	What is the maximum font size you can apply for any character	A. 163 B. 1638 C. 16038 D. None
36	Drop cap means	A. All caps B. Small caps C. Title caps D. None
37	You wished to justify text over the height of paper which option will you choose.	A. Page setup from file menu B. Paragraph from format menu C. From formatting toolbar D. Font from format menu
38	If you will be displaying or printing your document on another computer you "I want to make sure and select the _____ option under the save tab.	A. Embed fonts B. Embed True Type Fonts C. Save true type fonts D. Save fonts
39	When assigning a shortcut key to a symbol you should always try to select a key or key combination that is.	A. Unassigned B. Located on the ten key pad section of your keyboard C. Assigned to another task D. from the same font family as the symbol
40	Which of the following is used to create newspaper style columns.	A. Format tabs B. Table insert table C. Insert textbox D. Format Columns
41	How many columns can you insert in a word document in maximum.	A. 35 B. 45 C. 55 D. 65
42	The maximum number of rows and columns in MS word document is.	A. 1 and 1 B. 2 and 1 C. 2 and 2 D. None
43	What is a portion of a document in which you set certain page formatting options.	A. Page B. Document C. Section D. Page setup
44	How can you break the current column and start a new column immediately.	A. Press Ctrl + Shift + Enter B. Press Alt + Enter C. Press Ctrl + Enter D. Press Alt + Shift + Enter
45	How many different positions can you set for drop cap.	A. 1 B. 2 C. 4 D. 6
46	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
47	What is the default font size of a new word document based on normal template.	A. 10 pt B. 12 pt C. 14 pt D. None
48	What does Ctrl + = key effect.	A. Superscript B. Subscript C. All caps D. Shadow
49	Which of the following is not valid version of MS Office.	A. Office XP B. Office vista C. Office 2007 D. None
50	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
51	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 the best name you could assign to this entry.	A. Regret B. Subdual C. We regret to inform you that your submission has been declined D. 11
52	How can you make the selected character superscripted.	A. Ctrl + = B. Ctrl + Shift + = C. Alt + Ctrl + Shift + = D. None
53	When inserting page number in footer it appeared 1 but you wish to show a how can you do that.	A. From format menu choose bullets and Numbering and configure necessary setting. B. From insert menu choose page Number and specify necessary setting C. Click on page number format tool and specify required setting D. All above
54	Which tab in Font dialog box contains options to apply font effects.	A. Font tab B. Character spacing C. Text Effects D. Standard toolbar
55	Which of the following option is not available in insert >> picture	A. Chart B. Word Art C. Clip Art D. Graph
56	What is the default number of lines to drop for drop cap	A. 3 B. 10 C. 15 D. 20
57	What happens if you press Ctrl+ Shift + F8	A. It activates extended selection B. It activates the rectangular selection C. It selects the paragraph on which the insertion line is. D. None
58	What does EXT indicator on status bar of MS Word indicate.	A. It indicates whether the external text is pasted on document or not B. It indicates whether extended add one are installed on MS word C. It indicates whether Extended selection mode is turned on or off D. None
59	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
60	A bookmark is an item of location in document that you identify as a name for future reference Which of the following task is accomplished by using bookmarks.	A. To add anchors in web page B. To make the ending of a paragraph of document C. To quickly jump to specific location in document D. To add hyperlinks in webpage
		A. Clicking with your muse on the

61	You can jump to the next column by	next column B. Press Alt+ Down arrow C. Both of above D. None
62	How can you increase the font size of selected text by one point every time.	A. By pressing Ctrl +] B. By pressing Ctrl + [C. By pressing Ctrl + } D. By pressing Ctrlal +{
63	If you need to change the type face of a document which menu will you choose.	A. Edit B. View C. Format D. Tools
64	What is the shortcut key to open font dialog box.	A. Ctrl + F B. Alt + Ctrl + F C. Ctrl + D D. Ctrl + shift+ D
65	What is the default font used in MS word documents.	A. Times New Roman B. Arial C. Algerian D. Preeti
66	Which is the following command is not available in Tools menu.	A. Auto text B. Autocorrect C. Auto summarize D. Macro
67	Where can you find the horizontal split bar on MS Word screen.	A. On the left of horizontal scroll B. On the right of horizontal scroll bar C. On the right o horizontal scroll bar D. On the bottom of vertical scroll bar
68	The Key F-12 opens a	A. Save as dialog box B. Open dialog box C. Save dialog box D. Close dialog box
69	What is the maximum number of lines you can set for lines to drop box.	A. 3 B. 5 C. 10 D. 15
70	Which of the following is not a font style.	A. Bold B. Italic C. Regular D. Superscript
71	Which of the following button will allow you to add delete or change records in your Data soruce.	A. Data source button B. Edit button C. Edit Data source button D. Data editing button
72	To get the symbol dialog box click on the _____ menu and choose symbol	A. Insert B. Format C. Tools D. Table
73	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
74	Which of the following are word processing software.	A. Word perfect B. Easy word C. MS word D. All of above
75	Pressing F8 key for three times selects	A. A word B. A sentence C. A paragraph D. Entire document
76	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
77	Borders can be applied to	A. Cells B. Paragraph C. Text D. All above
78	Which of the following is not a type of page margin	A. Left B. Right

78	Which of the following is not a type of page margin.	C. Center D. Top
79	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
80	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
81	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
82	What is the maximum number of lines you can set for a drop cap.	A. 3 B. 10 C. 15 D. 20
83	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
84	If the number of columns is selected 1 and the line between check box is marked. where is the line drawn.	A. In the left margin B. In the right margin C. Both in left and right margin D. None
85	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
86	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
87	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
88	To insert a drop cap in one of the paragraph you should sccess	A. Insert Menu B. Format C. Tools D. None
89	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
90	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
91	Where can you change the vertical alignment.	A. Formatting toolbar B. Paragraph dialog box C. Page setup dialog box D. Standard toolbar
92	Thesaurus tool in MS word is used for	A. Spelling suggestions B. Grammar options C. Synonyms and antonyms words D. All of above
93	How many ways you can save a document.	A. 3 B. 4 C. 5 D. 6

A. Web layout view

