

ECAT Computer Science Chapter 8 Word Processing Online Test

Sr	Questions	Answers Choice
1	Formula can only be applied on:	A. Values B. Labels C. Unmerged cells D. None
2	The absolute reference of cell address A15 is written as:	A. \$A15 B. \$A15\$ C. A\$15 D. \$A\$15
3	Word processing programs are used to create:	A. Reports B. Letters C. Labels D. All
4	Which of the following is popular full-featured word processor?	A. Ms word B. Word pad C. Note pad D. All
5	Which of the following is an absolute address?	A. A1 B. A1\$ C. \$A\$1 D. None of these
6	A word processor can:	A. Copy text B. Insert text C. Find and replace text D. All
7	Symbol is used before formula:	A. & B. = C. # D. \$
8	A set of worksheet which is not active is called:	A. Active cell B. Idle cell C. Passive cell D. Present cell
9	Most modern word processors allow users to control the formats of:	A. Individual characters B. Paragraphs C. Complete denouements D. All
10	_____ represents a label:	A. Mubeen Ahmad B. 736 C. = A1+B2 D. None
11	When starting word, the name of the default document is:	A. WPD1 B. File1 C. Word1 D. Document1
12	Which of the following is used to edit text in a document:	A. Delete key B. Backspace key C. Cut and Paste D. All
13	The currently selected cell where data can be entered or edited is called:	A. Idle cell B. Active cell C. Passive cell D. Present cell
14	To add the value of cell 'C9' of worksheet "Sheet3" with the cell 'B2' of current worksheet, the formula is written as:	A. =C9+B2 B. =Sheet3!C9+B2 C. =Sheet3!B2+C9 D. =Sheet3!B2+sheet3!C9
15	A word processor can	A. Copy text B. Insert text C. Find and replace text D. All

16	The font that does not display little lines at the top and bottom of characters is:	A. European B. Sans-serif C. American D. Serif
17	Word processing programs are used to create	A. Reports B. Letters C. Labels D. All
18	When starting word, the name of the default document is:	A. Document1 B. Word1 C. File1 D. WPD1
19	_____ is an absolute address:	A. A1 B. A1\$ C. A\$1\$ D. None
20	Which of the following is a spreadsheet?	A. MS word B. MS excel C. Ms power point D. Both a and b