

ECAT Computer Science Chapter 8 Word Processing Online Test

Sr	Questions	Answers Choice
1	Pressing Ins key will:	A. Insert a character into the document B. Toggle between undo and redo C. Toggle between insertion and over-type mode D. to insert image in document
2	menu contains the 'Name' command:	A. File B. View C. Insert D. Format
3	is a spreadsheet:	A. MS word B. MS excel C. Ms power point D. Both a and b
4	When starting word, the name of the default document is:	A. Document1 B. Word1 C. File1 D. WPD1
5	Word processing programs are used to create:	A. Reports B. Letters C. Labels D. All
6	The terms that refers to the setting of margins, tab positions, text isutification vertical and horizontal centering and line spacing is:	A. Tool B. Layout C. Format D. Setup
7	Which of the following is used to edit text in a document?	A. Delete key B. Backspace key C. Cut and paste D. All
8	A feature commonly available with word processor is:	A. Spell checker B. Automatic footnoting C. Multi column tables D. All
9	The process of moving up or down in a word processing document is called:	A. Line movement B. Word wrap C. Pull-down D. Scrolling
10	Word processing includes the process of:	A. Editing text B. Entering text C. Formatting text D. All
11	When Starting Word, the name of the default document is	A. Document B. File 1 C. WPD1 D. Word1
12	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
13	Which of the following is popular full-featured word processor?	A. Copy text B. Insert text C. Find and replace text D. All
14	The shape of the insertion point symbol is:	A. Arrow B. Vertical line C. Horizontal line D. Circle
15	Clip board stores:	A. Entered text B. Copied text C. Deleted text

		D. Repeated text
6 Which of the following	is used to edit text in a document:	A. Delete key B. Backspace key C. Cut and Paste D. All
7 A word processor car	ı:	A. Copy text B. Insert text C. Find and replace text D. All
8 The tool used to find	a similar or alternative word in a document is called	A. Finder B. Thesaurus C. Dictionary D. Style
9 The actual working ar	ea in Microsoft excel is:	A. Workbook B. Worksheet C. Spreadsheet D. Note sheet
0 A word processor car		A. Copy text B. Insert text C. Find and replace text D. All