

ECAT Computer Science Chapter 8 Word Processing Online Test

Sr	Questions	Answers Choice
1	Which of the following is an absolute address?	A. A1 B. A1\$ C. \$A\$1 D. None of these
2	What command is used to move selected text to another part of document?	A. Copy and position B. Drag and drop C. Find and replace D. Both a and b are correct
3	A mathematical expression that is used to perform calculation on worksheet is called:	A. Cell B. Format C. Formula D. Address
4	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
5	A word processor can	A. Copy text B. Insert text C. Find and replace text D. All
6	The shape of the insertion point symbol is:	A. Arrow B. Vertical line C. Horizontal line D. Circle
7	The key that is used to delete a character to the light of the cursor is:	A. Del B. Backspace C. End D. Ctrl+tTab
8	Which of the following is used to edit text in a document?	A. Delete key B. Backspace key C. Cut and paste D. All
9	represents a label:	A. Mubeen Ahmad B. 736 C. = A1+B2 D. None
10	A feature commonly available with word processor is	A. Spell checker B. Automatic footnoting C. Multicolumn tables D. All
11	Most modern word processors allow users to control the formats of:	A. Individual characters B. Paragraphs C. Complete denouements D. All
12	Word processing includes the process of	A. Entering text B. Editing text C. Formatting D. All
13	Formula can only be applied on:	A. Values B. Labels C. Unmerged cells D. None
14	If the custom format is 00000 then the number 420 will be displayed as:	A. 420 B. 0420 C. 00420 D. 420.00
15	The tool used to find a similar or alternative word in a document is called	A. Finder B. Thesaurus C. Dictionary D. Style

16	The command is used to move text from one document to another is:	A. Replace B. Edit C. Format D. Cut and paste
17	The absolute reference of cell address A15 is written as:	A. \$A15 B. \$A15\$ C. A\$15 D. \$A\$15
18	Which of the following is a spreadsheet?	A. MS word B. MS excel C. Ms power point D. Both a and b
19	A tool that is used to generate from letters is called:	A. Mail marge B. Grammar ready C. Mail readv D. Letter Writer
20	A set of buttons to execute commands in a word processing document is called:	A. Menu B. Button list C. Dialog D. Toolbar