

ECAT Computer Science Chapter 8 Word Processing Online Test

Sr	Questions	Answers Choice
1	For a currency format cell, the number 461.593 will be displayed as:	A. 461.593 B. \$4615.19 C. \$46159.3 D. \$461.59
2	Each number of format consist of part:	A. 2 B. 3 C. 4 D. 5
3	Which of the following feature is used to reverse the changes made to a document	A. WYSIWYG B. Redo C. Undo D. GUI
4	When starting word, the name of the default document is:	A. WPD1 B. File1 C. Word1 D. Document1
5	The 0.000000001 us displayed in default column width as:	A. IE - 10 B. E-10 C. 1E-9 D. 01E-9
6	ls not a feature of spreadsheet program:	A. Rows and columns B. Formula C. Print D. WordArt
7	A cell at third column and 15 rows has a cell address:	A. A15 B. B15 C. C15 D. D15
8	cell addresses is correct:	A. Z2 B. AZ3 C. 2Z D. Both a and b
9	A feature commonly available with word processor is:	A. Spell checkerB. Automatic footnotingC. Multi column tablesD. All
10	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
11	What command is used to move selected text to another part of document?	A. Copy and positionB. Drag and dropC. Find and replaceD. Both a and b are correct
12	If the custom format is ###.000 then the number 16.3 will be displayed as:	A. 016.3 B. 16.30 C. 16.300 D. 16.3
13	Symbol is used before formula:	A. & B. = C. # D. \$
14	Which of the following feature is used to reverse the changes made to a document:	A. SYSIWYG B. Redo C. Undo D. GUI
15	The term that defines the size and style of a typeface is:	A. Point B. Font C. Character

		D. Size
16	The tool used to find a similar or alternative word in a document is called	A. Finder B. Thesaurus C. Dictionary D. Style
17	menu contains the 'Name' command:	A. File B. View C. Insert D. Format
18	A word processor can	A. Copy textB. Insert textC. Find and replace textD. All
19	The tool used to find the similar or alternative word in a documented is called:	A. Finder B. Thesaurus C. Dictionary D. Style
20	The symbol that shows where the next character will be typed is called	A. Typing point B. Typing locator C. Insertion point D. Scroll