

ECAT Computer Science Chapter 8 Word Processing Online Test

Sr	Questions	Answers Choice
1	A collection of related worksheets is called:	A. Spreadsheet B. Cells C. File D. Workbook
2	Clip board stores:	A. Entered text B. Copied text C. Deleted text D. Repeated text
3	Which of the following is used to edit text in a document:	A. Delete key B. Backspace key C. Cut and Paste 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	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
6	Most modern word processors allow users to control the formats of:	A. Individual characters B. Paragraphs C. Complete denouements D. All
7	Which of the following is popular full-featured word processor?	A. Ms word B. Word pad C. Note pad D. All
8	menu contains the 'Cell' command:	A. File B. View C. Format D. Edit
9	Which of the following is used in word to temporarily hold information?	A. ROM B. Clipboard C. Desktop D. CRAMS
10	Which of the following is used to edit text in a document?	A. Delete key B. Backspace key C. Cut and paste D. All
11	In a worksheet a bold rectangle border indicates (n):	A. Present cell B. Active sell C. Passive cell D. Idle cell
12	menu contains the 'Name' command:	A. File B. View C. Insert D. Format
13	A set of buttons to execute commands in a word processing document is called:	A. Menu B. Button list C. Dialog D. Toolbar
14	A set of worksheet which is not active is called:	A. Active cell B. Idle cell C. Passive cell D. Present cell
15	represents a label:	A. Mubeen Ahmad B. 736 C. = A1+B2 D. None

16	The font that displays little lines at the top and bottom of most characters is called:	A. Sens-serif B. French C. Decorated D. Serif
17	Which of the following is an absolute address?	A. A1 B. A1\$ C. \$A\$1 D. None of these
18	When Starting Word, the name of the default document is	A. Document B. File 1 C. WPD1 D. Word1
19	A word processor can:	A. Copy text B. Insert text C. Find and replace text D. All
20	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