

PPSC Computer Science Chapter 3 Microsoft Word Online Test

Sr	Questions	Answers Choice
1	Borders can be applied to	A. Cells B. Paragraph C. Text D. All above
2	What is a portion of a document in which you set certain page formatting options.	A. Page B. Document C. Section D. Page setup
3	Background color of effects applied on a document is not visible in.	A. Web layout view B. Print layout view C. Reading view D. Print preview
4	If you want to keep track of different editions of a document which features will you use.	A. Editions B. Versions C. Track change D. All above
5	How many ways you can save a document.	A. 3 B. 4 C. 5 D. 6
6	Which file starts MS word.	A. Winword exe B. Word exe C. MS word exe D. Word 2003 exe
7	What is place to the left of horizontal scroll bar.	A. Tab stop buttons B. View buttons C. indicators D. None
8	Which of the following is not available on the Ruler of MS word screen.	A. Tap stop box B. Left indent C. Right indent D. Center indent
9	Where can you find the horizontal split bar on MS Word screen.	A. On the left of horizontal scroll B. On the right of horizontal scroll bar C. On the right o horizontal scroll bar D. On the bottom of vertical scroll bar
10	A feature of MS Word that saves the document automatically after certain interval is available on.	A. Save tab on options dialog box B. Save as dialog box C. Both of above D. None
11	What is the short cut key to open the Open dialog box.	A. F12 B. Shift F12 C. Alt + F12 D. Ctrl +F12
12	The Key F-12 opens a	A. Save as dialog box B. Open dialog box C. Save dialog box D. Close dialog box
13	You cannot close MS Word application by	A. Choosing file menu then Exit submenu B. Press Alt +F4 C. Click X button on title bar D. From file menu choose close submenu
14	Which of the following is not valid version of MS Office.	A. Office XP B. Office vista C. Office 2007 D. None