

PPSC Computer Science Chapter 3 Microsoft Word Online Test

Sr	Questions	Answers Choice
1	Which of the following is not of the merge process.	A. Sort the data source records B. Format a main document C. Edit a data source D. Merge the two files to print or create a new document
2	You wished to justify text over the height of paper which option will you choose.	A. Page setup from file menu B. Paragraph from format menu C. From formatting toolbar D. Font from format menu
3	MS Office provides help in many ways which of these is one of them.	A. What is this B. Office assistant C. Help menu D. All of the above
4	Which of the following are word processing software.	A. Word perfect B. Easy word C. MS word D. All of above
5	Text boundary can be displayed on hidden from	A. Auto text option from insert menu B. Options from tools menu C. Customize from tools menu D. All of above
6	To move the cursor page to page of document.	A. Ctrl + Pgon B. Ctrl + Pg Up C. Both of above D. None
7	Which is the following command is not available in Tools menu.	A. Auto text B. Autocorrect C. Auto summarize D. Macro
8	To open columns dialog box quickly	A. Double click on the left margin area of ruler B. Double click the space between area on ruler C. Double click the right margin in ruler D. All of above
9	How much spave in minimum must be provided between columns.	A. 0" B. 0.5" C. 1.5" D. 1"
10	If the number of columns is selected 1 and the line between check box is marked. where is the line drawn.	A. In the left margin B. In the right margin C. Both in left and right margin D. None
11	What is the smallest width of a column.	A. 0" B. 0.5" C. 1.5" D. 1"
12	How can you break the current column and start a new column immediately.	A. Press Ctrl + Shift + Enter B. Press Alt + Enter C. Press Ctrl + Enter D. Press Alt + Shift + Enter
13	You can jump to the next column by	A. Clicking with your muse on the next column B. Press Alt+ Down arrow C. Both of above D. None
14	Columns dialog box can be opened from	A. Format menu Columns submenu B. Double click on column space in ruler C. Press Alt +O+C D. All of above

D. All of above

15 Which of the following is used to create newspaper style columns.

- A. Format tabs
- B. Table insert table
- C. Insert textbox
- D. Format Columns

16 What is the maximum number of lines you can set for lines to drop box.

- A. 3
- B. 5
- C. 10
- D. 15

17 How many different positions can you set for drop cap.

- A. 1
- B. 2
- C. 4
- D. 6

18 To insert a drop cap in one of the paragraph you should sccess

- A. Insert Menu
- B. Format
- C. Tools
- D. None

19 Which of the following option is not available in insert >> picture

- A. Chart
- B. Word Art
- C. Clip Art
- D. Graph

20 What is the extension of Word files.

- A. FIL
- B. DOT
- C. DOC
- D. TXT