

PPSC Computer Science Chapter 3 Microsoft Word Online Test

Sr	Questions	Answers Choice
1	Which operation you will perform if you need to move a block of text.	A. Copy and paste B. Cut and paste C. Paste and Delete D. Paste and cut
2	How can you remove tab stop markers from ruler.	A. Double click the tab marker and choose clear all B. Drag the tab stop marker out of the ruler C. Right click the tab stop marker and choose remove D. All of above
3	Which indent marker controls all the lines except fist line.	A. First line indent marker B. Left indent marker C. Hanging indent marker D. Right indent marker
4	On which toolbar can you find format Painter tool.	A. Standard toolbar B. Formatting toolbar C. Drawing toolbar D. Picture toolbar
5	How can you apply exactly the same formatting you did to another text.	A. Copy the text and paste in new location then type new text again B. Copy the text and click on paste special tool on new place C. Select the text then click on format painter and select the new text D. All of above
6	Which of the following line spacing is invalid	A. Single B. Double C. Triple
7	How can you increase the font size of selected text by one point every time.	A. By pressing Ctrl +] B. By pressing Ctrl + [C. By pressing Ctrl + } D. By pressing Ctrl + {
8	What does Ctrl + = key effect.	A. Superscript B. Subscript C. All caps D. Shadow
9	How can you make the selected character superscripted.	A. Ctrl + = B. Ctrl + Shift + = C. Alt + Ctrl + Shift + = D. None
10	How can you access the font size tool on formatting toolbar.	A. Ctrl + S B. Ctrl + shift + S C. Ctrl + P D. Ctrl + shift + P
11	What is the shortcut key to open font dialog box.	A. Ctrl + F B. Alt + Ctrl + F C. Ctrl + D D. Ctrl + shift+ D
12	Drop cap means	A. All caps B. Small caps C. Title caps D. None
13	Which tab in Font dialog box contains options to apply font effects.	A. Font tab B. Character spacing C. Text Effects D. Standard toolbar
14	What is the default font used in MS word documents.	A. Times New Roman B. Arial C. Algerian D. Preeti

15	What is the default font size of a new word document based on normal template.	A. 10 pt B. 12 pt C. 14 pt D. None
16	It is possible to _____ a data source before performing a merge	A. Create B. Modify C. Sort D. All of the above
17	Which of the following button will allow you to add delete or change records in your Data source.	A. Data source button B. Edit button C. Edit Data source button D. Data editing button
18	Which of the following is not one of the three mail merge helper steps.	A. Merge the two files B. Create the main document C. Set the mailing list parameters D. create the data source.
19	In word the mailing list is known as the	A. Data sheet B. source C. Data source D. Sheet
20	If you will be displaying or printing your document on another computer you 'll want to make sure and select the _____ option under the save tab.	A. Embed fonts B. Embed True Type Fonts C. Save true type fonts D. Save fonts