

PPSC Computer Science Chapter 3 Microsoft Word Online Test

Sr	Questions	Answers Choice
1	Which of the following the second step in creating a macro.	A. Start recording B. Using you mouse or keyboard perform the task you want to automale C. Assign a keyboard short out to the macro D. Give the macro a name
2	Auto correct was originally designed to replace _____ words as you type.	A. Short repetitive B. Grammatically incorrect C. Misspelled D. None of the above
3	Suppose you wanted to create an Auto correct entry that would type the words We regret to inform you that you submission has been declined of the following choices which would be the best name you could assign to this entry.	A. Regret B. Subdual C. We regret to inform you that your submission has been declined D. 11
4	When assigning a shortcut key to a symbol you should always try to select a key or key combination that is.	A. Unassigned B. Located on the ten key pad section of your keyboard C. Assigned to another task D. from the same font family as the symbol
5	Which of the following symbol sets would be most likely to contain a mathematical symbol such as a degree sign greater than or equal to or a Greek letter.	A. Wingdings B. Wingdings 3 C. Webdings D. Symbol
6	To get the symbol dialog box click on the _____ menu and choose symbol	A. Insert B. Format C. Tools D. Table
7	Where can you change the vertical alignment.	A. Formatting toolbar B. Paragraph dialog box C. Page setup dialog box D. Standard toolbar
8	Which of the following statement is false.	A. You can set different header footer for even and odd pages B. You can set different page number formats for different sections C. You can set different header footer for first page of a section D. You can set different header and footer for last page of a section
9	When inserting page number in footer it appeared 1 but you wish to show a how can you do that.	A. From format menu choose bullets and Numbering and configure necessary setting. B. From insert menu choose page Number and specify necessary setting C. Click on page number format tool and specify required setting D. All above
10	After typing header text how can you quickly enter footer text.	A. Press page down key and type the text for footer. B. Click on switch between header and footer then type in text C. Both of above D. None
11	From which menu you cna insert Header and footer.	A. Insert Menu B. View menu C. Format menu D. Tools menu
12	To autofit the width of column	A. Double click the right border of column B. Double click the left border of

		column C. Double click the column header D. All above
13	Which option is not available insert table autofit behavior.	A. Fixed column width B. Auto fit to contents C. Auto fit to Window D. Auto fit to column
14	What happens when you click on insert >> picture>> clip art	A. It inserts a clipart picture into document B. It lets you choose clipart to C. if opens Clip Art taskbar D. None
15	A word processor would most likely be used to do	A. Keep an account of money spent B. Do a computer search in media center C. Maintain an inventory D. Type of biography
16	A bookmark is an item of location in document that you identify as a name for future reference Which of the following task is accomplished by using bookmarks.	A. To add anchors in web page B. To make the ending of a paragraph of document C. To quickly jump to specific location in document D. To add hyperlinks in webpage
17	Why drop caps are used in document.	A. To drop all the capital letters B. To automatically begin each paragraph with capital letter C. To begin a paragraph with a large dropped initial capital letter D. None
18	Thesaurus tool in MS word is used for	A. Spelling suggestions B. Grammar options C. Synonyms and antonyms words D. All of above
19	The maximum number of rows and columns in MS word document is.	A. 1 and 1 B. 2 and 1 C. 2 and 2 D. None
20	Which of the following function key activates the speller.	A. F5 B. F7 C. F9 D. Shift + F7