

PPSC Computer Science Chapter 3 Microsoft Word Online Test

Sr	Questions	Answers Choice
1	What is the purpose of inserting header and footer in document.	A. To enhance the overall appearance of the document B. To mark the starting and ending of page C. To make large document more readable D. To allow page headers and footers appear on document when printed
2	A character that is raised and smaller above the baseline is known as.	A. Outlined B. Raised C. Superscript D. Subscript
3	The key strokes Ctrl + 1 is used to.	A. Increase font size B. Inserts a line break C. Indicate the text should be bold D. Applies italic format to selected text
4	Which of the following is graphics solution for Word Processors.	A. Clipart B. Word Art C. Drop cap D. All above
5	What is the maximum font size you can apply for any character	A. 163 B. 1638 C. 16038 D. None
6	What is the smallest and largest font size available in font tool on formatting toolbar.	A. 8 and 72 B. 8 and 64 C. 12 to 72 D. None
7	How many columns can you insert in a word document in maximum.	A. 35 B. 45 C. 55 D. 65
8	What is the shortcut key you can press to create a copyright symbol.	A. Alt + Ctrl +C B. Alt +C C. Ctrl + C D. Ctrl + Shift + C
9	What is the default number of lines to drop for drop cap	A. 3 B. 10 C. 15 D. 20
10	What is the maximum number of lines you can set for a drop cap.	A. 3 B. 10 C. 15 D. 20
11	What does EXT indicator on status bar of MS Word indicate.	A. it indicates whether the external text is pasted on document or not B. It indicates whether extended add one are installed on MS word C. It indicates whether Extended selection mode is turned on or off D. None
12	How can you disable extended selection mode.	A. Press F8 again to disable B. Press del to disable C. Press Esc to disable D. Press Enter to disable
13	What happens if you press Ctrl+ Shift + F8	A. It activates extended selection B. It activates the rectangular selection C. It selects the paragraph on which the insertion line is. D. .

		D. None
14	Pressing F8 key for three times selects	A. A word B. A sentence C. A paragraph D. Entire document
15	Which of the following is not a font style.	A. Bold B. Italic C. Regular D. Superscript
16	If you need to change the type face of a document which menu will you choose.	A. Edit B. View C. Format D. Tools
17	Portrait and Landscape are	A. Page Orientation B. Paper size C. Page Layout D. All of above
18	What is gutter margin.	A. Margin that is added to the left margin when printing. B. Margin that is added to the binding side of page when printing C. Margin that is added to right margin when printing. D. Margin that is added to the outside of the page when printing.
19	What is the default left margin in Word 2003 document.	A. 1" ^{<sup>"</sup>} B. 1.25" ^{<sup>"</sup>} C. 1.5 " D. 2 "
20	Which of the following is not a type of page margin.	A. Left B. Right C. Center D. Top