

PPSC Computer Science Full Book test

Sr	Questions	Answers Choice
1	Which indent marker controls all the lines except first line.	A. First line indent marker B. Left indent marker C. Hanging indent marker D. Right indent marker
2	On which toolbar can you find format Painter tool.	A. Standard toolbar B. Formatting toolbar C. Drawing toolbar D. Picture toolbar
3	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
4	Which of the following line spacing is invalid	A. Single B. Double C. Triple
5	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 + {
6	What does Ctrl + = key effect.	A. Superscript B. Subscript C. All caps D. Shadow
7	How can you make the selected character superscripted.	A. Ctrl + = B. Ctrl + Shift + = C. Alt + Ctrl + Shift + = D. None
8	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
9	What is the shortcut key to open font dialog box.	A. Ctrl + F B. Alt + Ctrl + F C. Ctrl + D D. Ctrl + shift + D
10	Drop cap means	A. All caps B. Small caps C. Title caps D. None
11	Which tab in Font dialog box contains options to apply font effects.	A. Font tab B. Character spacing C. Text Effects D. Standard toolbar
12	What is the default font used in MS word documents.	A. Times New Roman B. Arial C. Algerian D. Preeti
13	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
14	It is possible to _____ a data source before performing a merge	A. Create B. Modify C. Sort D. All of the above
15	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. None

		D. Data editing button
16	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.
17	In word the mailing list is known as the	A. Data sheet B. source C. Data source D. Sheet
18	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
19	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
20	Auto correct was originally designed to replace _____ words as you type.	A. Short repetitive B. Grammatically incorrect C. Misspelled D. None of the above
21	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
22	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
23	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
24	To get the symbol dialog box click on the _____ menu and choose symbol	A. Insert B. Format C. Tools D. Table
25	Where can you change the vertical alignment.	A. Formatting toolbar B. Paragraph dialog box C. Page setup dialog box D. Standard toolbar
26	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
27	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
28	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
29	From which menu you cna insert Header and footer.	A. Insert Menu B. View menu C. Format menu D. Tools menu

- 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
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