

PPSC Computer Science Full Book test

Sr	Questions	Answers Choice
1	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
2	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
3	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
4	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
5	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
6	Thesaurus tool in MS word is used for	A. Spelling suggestions B. Grammar options C. Synonyms and antonyms words D. All of above
7	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
8	Which of the following function key activates the speller.	A. F5 B. F7 C. F9 D. Shift + F7
9	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
10	A character that is raised and smaller above the baseline is known as.	A. Outlined B. Raised C. Superscript D. Subscript
11	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
12	Which of the following is graphics solution for Word Processors.	A. Clipart B. Word Art C. Drop cap D. All above
13	What is the maximum font size you can apply for any character	A. 163 B. 1638 C. 16038 D. . .

		D. None
14	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
15	How many columns can you insert in a word document in maximum.	A. 35 B. 45 C. 55 D. 65
16	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
17	What is the default number of lines to drop for drop cap	A. 3 B. 10 C. 15 D. 20
18	What is the maximum number of lines you can set for a drop cap.	A. 3 B. 10 C. 15 D. 20
19	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
20	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
21	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. None
22	Pressing F8 key for three times selects	A. A word B. A sentence C. A paragraph D. Entire document
23	Which of the following is not a font style.	A. Bold B. Italic C. Regular D. Superscript
24	If you need to change the type face of a document which menu will you choose.	A. Edit B. View C. Format D. Tools
25	Portrait and Landscape are	A. Page Orientation B. Paper size C. Page Layout D. All of above
26	What is gutter margin.	A. Margin that is added to the left margin when printing. B. Margin that a added to the binding side of page when printing C. Margin that a added to right margin when printing. D. Margin that is added to the outside of the page when printng.
27	What is the default left margin in Word 2003 document.	A. 1["] B. 1.25["] C. 1.5 " D. 2 "
28	Which of the following is not a type of page margin.	A. Left B. Right C. Center D. Top
29	Borders can be applied to	A. Cells B. Paragraph C. Text

C. Page
D. All above

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What is a portion of a document in which you set certain page formatting options.

A. Page
B. Document
C. Section
D. Page setup