ECAT Computer Science Chapter 8 Word Processing Online Test

Sr	Questions	Answers Choice
1	Which of the following is popular full-featured word processor?	A. Copy text B. Insert text C. Find and replace text D. All
2	Word processing programs are used to create	A. Reports B. Letters C. Labels D. All
3	Word processing includes the process of	A. Entering text B. Editing text C. Formatting D. All
4	A feature commonly available with word processor is	A. Spell checker B. Automatic footnoting C. Multicolumn tables D. All
5	The tool used to find a similar or alternative word in a document is called	A. Finder B. Thesaurus C. Dictionary D. Style
6	A tool that is used to generate form letters is called	A. Mail Merge B. Grammar Ready C. Mail Ready D. Letter Writer
7	The symbol that shows where the next character will be typed is called	A. Typing point B. Typing locator C. Insertion point D. Scroll
8	The Shape of the insertion Point symbol is	A. Arrow B. Vertical line C. Horizontal line D. Circle
9	When Starting Word, the name of the default document is	A. Document B. File 1 C. WPD1 D. Word1
10	Which of the following is used to edit text in a document?	A. Delete key B. Backspace key C. Cut and paste D. All
11	Which of the following feature is used to reverse the changes made to a document	A. WYSIWYG B. Redo C. Undo D. GUI
12	The extension of MS-Word file is	A. wrd B. xls C. lpa D. doc
13	The process of moving up or down in a word processing document is called	A. Line movement B. Word wrap C. Pull down D. Scrolling
14	Which of the following is popular full-featured word processor?	A. Ms word B. Word pad C. Note pad D. All
15	A word processor can	A. Copy text B. Insert text C. Find and replace text D. All

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18	Word processing programs are used to create:	A. Reports B. Letters C. Labels D. All
19	Word processing includes the process of:	A. Editing text B. Entering text C. Formatting text D. All
20	Most modern word processors allow users to control the formats of:	A. Individual characters B. Paragraphs C. Complete denouements D. All
21	A feature commonly available with word processor is:	A. Spell checker B. Automatic footnoting C. Multi column tables D. All
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29	Which of the following feature is used to reverse the changes made to a document:	A. SYSIWYG B. Redo C. Undo D. GUI
30	The extensions of MS word file:	A. wrd. B. xis. C. ipq. D. doc.
31	The process of moving up or down in a word processing document is called:	A. Line movement B. Word wrap C. Pull-down D. Scrolling
32	Which of the following keys is used to delete characters in document?	A. Backspace B. Delete C. Both a and b D. Esc
33	The key that is used to delete a character to the light of the cursor is:	A. Del B. Backspace C. End

		C. End
		D. Ctrl+tTab
34	Clip board stores:	A. Entered text B. Copied text C. Deleted text D. Repeated text
35	Pressing Ins key will:	A. Insert a character into the document B. Toggle between undo and redo C. Toggle between insertion and over-type mode D. to insert image in document
36	A set of buttons to execute commands in a word processing document is called:	A. Menu B. Button list C. Dialog D. Toolbar
37	The term that defines the size and style of a typeface is:	A. Point B. Font C. Character D. Size
38	The font that displays little lines at the top and bottom of most characters is called:	A. Sens-serif B. French C. Decorated D. Serif
39	The font that does not display little lines at the top and bottom of characters is:	A. European B. Sans-serif C. American D. Serif
40	Which of the following is used in word to temporarily hold information?	A. ROM B. Clipboard C. Desktop D. CRAMS
41	The command is used to move text from one document to another is:	A. Replace B. Edit C. Format D. Cut and paste
42	What command is used to move selected text to another part of document?	A. Copy and position B. Drag and drop C. Find and replace D. Both a and b are correct
43	The terms that refers to the setting of margins, tab positions, text isutification vertical and horizontal centering and line spacing is:	A. Tool B. Layout C. Format D. Setup
44	Times new roman is an example of:	A. Serif font B. Sans serif font C. Three dimension font D. Boldface font
45	The size of characters to be printed is measured in:	A. Inches B. Points C. Weight D. Degress
46	Which of the following is a spreadsheet?	A. MS word B. MS excel C. Ms power point D. Both a and b
47	_____ is a spreadsheet:	A. MS word B. MS excel C. Ms power point D. Both a and b
48	The intersection of row and column form a:	A. Cell B. Address C. Reference D. Field
49	The actual working area in Microsoft excel is:	A. A15 B. B15 C. C15 D. D15
50	A cell at third column and 15 rows has a cell address:	A. A15 B. B15 C. C15 D. D15

51	A collection of related worksheets is called:	A. Spreadsheet B. Cells C. File D. Workbook
52	The currently selected cell where data can be entered or edited is called:	A. Idle cell B. Active cell C. Passive cell D. Present cell
53	In a worksheet a bold rectangle border indicates (n):	A. Present cell B. Active sell C. Passive cell D. Idle cell
54	_____Is not a feature of spreadsheet program:	A. Rows and columns B. Formula C. Print D. WordArt
55	The actual working area in Microsoft excel is:	A. Workbook B. Worksheet C. Spreadsheet D. Note sheet
56	A set of worksheet which is not active is called:	A. Active cell B. Idle cell C. Passive cell D. Present cell
57	_____ cell addresses is correct:	A. Z2 B. AZ3 C. 2Z D. Both a and b
58	_____ represents a label:	A. Mubeen Ahmad B. 736 C. = A1+B2 D. None
59	The 0.0000000001 us displayed in default column width as:	A. IE - 10 B. E-10 C. 1E-9 D. 01E-9
60	___ menu contains the 'Cell' command:	A. File B. View C. Format D. Edit
61	Each number of format consist of _____ part:	A. 2 B. 3 C. 4 D. 5
62	The default number format assigned to a cell is:	A. Currency B. Number C. Text D. General
63	If the custom format is 00000 then the number 420 will be displayed as:	A. 420 B. 0420 C. 00420 D. 420.00
64	If the custom format is ##.### then the number 23349 will be displayed as:	A. 167.00 B. 23.349 C. 16.300 D. 16.3
65	If the custom format is ###.000 then the number 16.3 will be displayed as:	A. 016.3 B. 16.30 C. 16.300 D. 16.3
66	For a currency format cell, the number 461.593 will be displayed as:	A. 461.593 B. $4615.19 C. $46159.3 D. $461.59
67	Formula can only be applied on:	A. Values B. Labels C. Unmerged cells D. None
68	To add the value of cell 'C9' of worksheet "Sheet3" with the cell 'B2' of current worksheet, the formula is written as:	A. =C9+B2 B. =Sheet3!C9+B2 C. =Sheet3!B2+C9

D. =Sheet3!B2+sheet3!C9

69	Which of the following is an absolute address?	A. A1 B. A1$ C. A1 D. None of these
70	A mathematical expression that is used to perform calculation on worksheet is called:	A. Cell B. Format C. Formula D. Address
71	_____ is an absolute address:	A. A1 B. A1$ C. A1 D. None
72	The absolute reference of cell address A15 is written as:	A. $A15 B. $A15$ C. A$15 D. A15
73	_____ menu contains the 'Name' command:	A. File B. View C. Insert D. Format
74	Symbol is used before formula:	A. & B. = C. # D. $
75	Range of cells from C2 to C100 is referenced as:	A. C2-100 B. C2:C100 C. C2 to C100 D. C2:100