

Computer Science Ics Part 1 Chapter 8 Online Test

Sr	Questions	Answers Choice
1	Which of the following is popular full featured word processor	A. MS Word B. Word Pad C. Note Pad D. All
2	A word processor can	A. Copy text B. Insert text C. Find and replace text D. All
3	Word processing program are used to create	A. Reports B. Memos and letters C. Envelopes and lables D. All
4	Word processing includes the process of	A. Entering text B. Editing text C. Formatting document D. All
5	Most modern word processors allow users to control the formats of	A. Individual characters B. Paragraphs C. Complete documents D. All
6	A feature commonly available with word processor is	A. Spell cheaker B. Automatic footnoting C. Multicolumn tables D. All
7	The tool used to find a similar or alternative word in a document is called	A. Finder B. Thesaurus C. Dictionary D. Style checker
8	A tool that allows you to generate form letters is called	A. Mail merge B. Grammar ready C. Mail ready D. Letter writer
9	The symbol that shows where the next character will be typed is called	A. Mouse symbol B. Character typing locator C. Insertion point D. Scroll
10	The shape of the insertion point symbol is	A. Arrow B. Vertical line C. Horizontal line D. Large circle
11	The process of moving up or down in a word processing document is called	A. Line-movement B. Word warp C. Pull-down D. Scrolling
12	Deleting a character to the right of the cursor is accomplished by pressing the	A. Dell Key B. Back space key C. End Key D. Ctrl+del keys
13	Deleting a character to the left of the cursor is accomplished by pressing the	A. Dell Key B. Back space key C. End Key D. Ctrl+del keys
14	Pressing the Ins key will	A. Insert a character into the document B. Toggle between undo and redo C. Toggle between insertion and overtype mode D. To insert image in document
15	A set of buttons that involve commands in a word processing document is called	A. Menu B. Button list C. Ribbon

		C. Dialog D. Toll bar
16	To close a word file which of the following key is used	A. CTRL + F6 B. CTRL + F4 C. ALT + F4 D. CTRL + ALT + F4
17	When typing text in word, you will press enter at the end of a	A. Line B. Page C. Paragraph D. Document
18	The symbol that shows where the next character will be typed is called;	A. Mouse symbol B. Character typing locator C. Insertion point D. Scroll
19	The term that defines the size and style of a type face is;	A. Point B. Size C. Font D. Character
20	Which of the following can be used to launch the word Art?	A. Status bar B. Ruler C. Standard Tool Bar D. Drawing Tool Bar
21	Page number can be inserted through;	A. File menu B. Window menu C. Insert menu D. None
22	The extension of MS-Word file is;	A. . wrd B. . xis C. . jpg D. . doc
23	Page setup option is present in	A. File menu B. Edit menu C. Insert menu D. Format menu
24	The Command used to move selected text from one document to another:	A. Replace B. Edit C. Format D. Cut and paste
25	Which of the following is a word processor?	A. Adobe acrobat B. Photo express C. Ms-Excel D. Ms-Word
26	Which of the following keyboard shortcut is used to change the case?	A. CTRL + F3 B. Shift + F3 C. ALT + F3 D. CTRL + Shift + F3
27	The bar which contains the name of active application is known as:	A. Menu Bar B. Title Bar C. Scroll Bar D. Status bar
28	A _____ is character or word that represents a series of keystrokes.	A. Script B. Macro C. Ruler D. Menu
29	The page orientation may be	A. Landscape B. Portrait C. Both a and b D. None
30	The popular word processor is:	A. MS-word B. Wordpad C. Notepad D. None
31	In table we can display:	A. Numbers B. Text C. Picture D. All of above
32	The bar that contains the name of program and document is.	A. Menu bar B. Title bar C. Tool bar D. Status bar

33	By default, windows save the documents created in MS-Word in the folder.	A. My recent documents B. My computer C. My document D. Windows explorer
34	Which is the word processor.	A. MS. EXCEL B. MS . Word C. Photoshop D. MS- Power point
35	The extension of MS-Word file is.	A. .xts B. .rtx C. .doc D. EXXT
36	Any change to the document cfn be reversed using option.	A. Do B. Redo C. Undo D. Again to
37	Which shortcut key for making the character bold.	A. Alt + B B. CTRL + B C. Shift + B D. None of these
38	When creating MS. Word document, the default name of documents is	A. File B. Word C. Document D. .Doc
39	Moving up or down in word processing document is called.	A. Word wrap B. Scrolling C. Line movement D. Pull down
40	Default name of first sheet in any work book is.	A. One B. Sheet 1 C. Sheet D. First Sheet
41	Transferring information from computer to internet is called.	A. Downloading B. Uploading C. Pasting D. Downsizing
42	Which function key is used for checking spelling and grammar in word.	A. F4 B. F7 C. F8 D. F9
43	Web pages are connected to one another using.	A. HTTP B. Interlink C. Multimedia D. Hyperlinks
44	White space around printed page is called.	A. Cover area B. Margin Area C. Blank Area D. White Area
45	Clip board in MS-Word stores.	A. Entered text B. Repeated text C. Copied text D. Deleted text
46	The distance between each line of paragraph and margins is called.	A. Indents B. Paragraph spacing C. Line spacing D. Alignment
47	Header and footer option can be used from which menu.	A. Tools B. Insert C. Edit D. View
48	Which of the following can be used to launch the Word Art.	A. Status bar B. Ruler C. Standard toolbar D. Drawing toolbar
49	Which of the following is not a type of page margin.	A. Left B. Right C. Center D. Top
50	Common font size used in business document is.	A. 10-points B. 14 points C. 12 points D. 16- points

