

ECAT Computer Science Chapter 8 Word Processing Online Test

Sr	Questions	Answers Choice
1	The size of characters to be printed is measured in:	A. Inches B. Points C. Weight D. Degress
2	Times new roman is an example of:	A. Serif font B. Sans serif font C. Three dimension font D. Boldface font
3	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
4	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
5	The command is used to move text from one document to another is:	A. Replace B. Edit C. Format D. Cut and paste
6	Which of the following is used in word to temporarily hold information?	A. ROM B. Clipboard C. Desktop D. CRAMS
7	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
8	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
9	The term that defines the size and style of a typeface is:	A. Point B. Font C. Character D. Size
10	A set of buttons to execute commands in a word processing document is called:	A. Menu B. Button list C. Dialog D. Toolbar
11	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
12	Clip board stores:	A. Entered text B. Copied text C. Deleted text D. Repeated text
13	The key that is used to delete a character to the light of the cursor is:	A. Del B. Backspace C. End D. Ctrl+Tab
14	Which of the following keys is used to delete characters in document?	A. Backspace B. Delete C. Both a and b D. Esc
15	The process of moving up or down in a word processing document is called:	A. Line movement B. Word wrap C. Pull-down D. ...

