

ECAT Computer Science Chapter 8 Word Processing Online Test

Sr	Questions	Answers Choice
1	The extensions of MS word file:	A. wrd. B. xis. C. ipq. D. doc.
2	Which of the following feature is used to reverse the changes made to a document:	A. SYSIWYG B. Redo C. Undo D. GUI
3	Which of the following is used to edit text in a document:	A. Delete key B. Backspace key C. Cut and Paste D. All
4	When starting word, the name of the default document is:	A. WPD1 B. File1 C. Word1 D. Document1
5	When starting word, the name of the default document is:	A. Document1 B. Word1 C. File1 D. WPD1
6	The shape of the insertion point symbol is:	A. Arrow B. Vertical line C. Horizontal line D. Circle
7	The symbol that is shows where the next character will be typed is called:	A. Typing point B. Typing locator C. Insertion point D. Scroll
8	A tool that is used to generate from letters is called:	A. Mail marge B. Grammar ready C. Mail readv D. Letter Writer
9	The tool used to find the similar or alternative word in a documented is called:	A. Finder B. Thesaurus C. Dictionary D. Style
10	A feature commonly available with word processor is:	A. Spell checker B. Automatic footnoting C. Multi column tables D. All
11	Most modern word processors allow users to control the formats of:	A. Individual characters B. Paragraphs C. Complete denouements D. All
12	Word processing includes the process of:	A. Editing text B. Entering text C. Formatting text D. All
13	Word processing programs are used to create:	A. Reports B. Letters C. Labels D. All
14	A word processor can:	A. Copy text B. Insert text C. Find and replace text D. All
15	Which of the following is popular full featured word processor:	A. MS word B. Word pad C. Note pad D. All

