

ECAT Computer Science Chapter 8 Word Processing Online Test

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

