Computer Science Ics Part 1 Chapter 8 Online Test

Sr	Questions	Answers Choice
1	Common font size used in business document is.	A. 10-points B. 14 points C. 12 points D. 16- points
2	Which of the following is not a type of page margin.	A. Left B. Right C. Center D. Top
3	Which of the following can be used to launch the Word Art.	A. Status bar B. Ruler C. Standard toolbar D. Drawing toolbar
4	Header and footer option can be used from which menu.	A. Tools B. Insert C. Edit D. View
5	The distance between each line of paragraph and margins is called.	A. Indents B. Paragraph spacing C. Line spacing D. Alignment
6	Clip board in MS-Word stores.	A. Entered text B. Repeated text C. Copied text D. Deleted text
7	White space around printed page is called.	A. Cover area B. Margin Area C. Blank Area D. White Area
8	Web pages are connected to one another using.	A. HTTP B. Interlink C. Multimedia D. Hyperlinks
9	Which function key is used for checking spelling and grammer in word.	A. F4 B. F7 C. F8 D. F9
10	Transferring information from computer is internet is called.	A. Downloading B. Uploading C. Pasting D. Downsizing
11	Default name of first sheet in any work book is.	A. One B. Sheet 1 C. Sheet D. First Sheet
12	Moving up or down is word processing document is called.	A. Word wrap B. Scrolling C. Line movement D. Pull down
13	When creating MS. Word document, the default name of documents is	A. File B. Word C. Document D. .Doc
14	Which shortcut key for making the character bold.	A. Alt + B B. CTRL + B C. Shift + B D. None of these
15	Any change to the document cfn be reversed using option.	A. Do B. Redo C. Undo D. Again to