

Computer Science Ics Part 1 Chapter 8 Online Test

Sr	Questions	Answers Choice
1	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
2	The term that defines the size and style of a type face is;	A. Point B. Size C. Font D. Character
3	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
4	When typing text in word, you will press enter at the end of a	A. Line B. Page C. Paragraph D. Document
5	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
6	A set of buttons that involve commands in a word processing document is called	A. Menu B. Button list C. Dialog D. Toll bar
7	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
8	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
9	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
10	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
11	The shape of the insertion point symbol is	A. Arrow B. Vertical line C. Horizontal line D. Large circle
12	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
13	A tool that allows you to generate form letters is called	A. Mail merge B. Grammar ready C. Mail ready D. Letter writer
14	The tool used to find a similar or alternative word in a document is called	A. Finder B. Thesaurus C. Dictionary D. Style checker
15	A feature commonly available with word processor is	A. Spell cheaker B. Automatic footnoting C. Multicolumn tables D. ...

