

NAT I Computer Science Computer

Sr	Questions	Answers Choice
1	You can double space text be press	A. CTRL + S B. SHIFT +S C. CTRL+ 2 D. CTRL +1
2	When you change tab setting or indents on the ruler key they affect	A. The entire document B. The paragraph at the top of the screen C. The selected paragraph D. All paragraphs after the insertion point
3	When Word is in overtype mode	A. OVR appears in the status bar B. The pointer changes to an X shape C. The title bar blinks as a warning D. The insertion point becomes a dotted bar
4	When you copy a block of text in a word document it is temporarily stored in the:	A. Buffer B. Register C. Clipboard D. Cache
5	Which of the following keyboard command takes you to the end of word document:	A. ALT + END B. CTRL +PgDn C. END D. CTRL + END
6	Word saves files with this file extension:	A. .txt B. .wp C. .doc D. .bak
7	The word document as it would be printed on the printer is displayed in	A. Normal layout B. Outline layout C. Web layout D. Print layout
8	The major reason to use a word processor like MS-Word is that you	A. Don't have to retype the document to make changes B. Can integrate pictures and text in a document C. Can format text using different font faces and sizes D. All of the above
9	The shortcut key ALT+ ESC is used to	A. Switch between open item B. Cycle through items in the order they were opened C. Cycle through screen elements in a window D. None of the above
10	The keyboards shortcut to delete a selected item permanently without placing the item in the recycle bin is	A. CTRL+DELETE B. ALT+ DELETE C. SHIFT + DELETE D. None of the above