

MCQUESTIONS^{Net}

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1. A word processor would most likely be used to do which of the following ?

- ☐ keep an account to money spent
- ☐ maintain an inventory
- ☐ type a biography
- ☐ None of these

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2. A saved document is referred to as a _____ ?

- ☐ file
- ☐ word
- ☐ folder
- ☐ project

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3. In order to save a Word document as a web page you need to ?

- ☐ put the appropriate graphics and links on the document
- ☐ save the document in simple text format
- ☐ use your web browser as an editor and save as URL
- ☐ Save as HTML

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4. Graphics for word processor ?

- ☐ Peripheral

- ☐ Clip art
- ☐ Highlight
- ☐ Execute

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5. What does Ctrl + B shortcut accomplish in Ms-Word ?

- ☐ It converts selected text into the next larger size of the same font
- ☐ It adds a line break to the document
- ☐ It makes the selected text bold
- ☐ It applies Italic formatting the selected text

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6. To print a document, press _____ then press ENTER ?

- ☐ SHIFT + P
- ☐ CTRL + P
- ☐ ALT+ P
- ☐ ESC + P

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7. Changing an existing document is called _____ the document ?

- ☐ creating
- ☐ editing
- ☐ modifying
- ☐ adjusting

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8. What type of software is used for creating letters papers and other documents ?

- ☐ database
- ☐ Word Processor
- ☐ Spreadsheet
- ☐ Operating Program

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9. Which of the following are valid Min. & Max. zoom sizes in MS Office ?

- ☐ 10, 100
- ☐ 20, 250
- ☐ 10, 500
- ☐ 10, 1000

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10. The quickest and easiest way in Word, to locate a particular word or phrase in a document is to use the _____ command ?

- ☐ Replace
- ☐ Find
- ☐ Lookup
- ☐ Search

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