

Objective Questions On Word Processing With Answers

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Objective Questions On Word Processing

All of above Ans D 26 In word-processing the task of changing the appearance of a document is A. Formatting B. Editing B. Proofing C. Inserting Ans A 27. Which bar is usually located below the title bar that provides categorized options A. Menu Bar B. Tool Bar C. Status Bar D. Scroll Bar Ans A 28.

OBJECTIVE TYPE QUESTIONS IN WORD PROCESSING

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MS Word objective type mcq (multiple choice) Online Test : Microsoft Word is a word processing application designed by Microsoft. Microsoft Word, i.e. MS Word, is a part of the popular MS Office Package. Here you will find a good collection of Multiple Choice Questions to test your knowledge on Microsoft Word with answer.

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OBJECTIVE QUESTIONS ON WORD PROCESSING WITH ANSWERS

ECDL Word Processing Multiple Choice 1. The command to check for errors in a document is called ... Adding a space at the start or the end of a paragraph is called ... The space at the very top of a document is called the ... The space at the end of a page is called the ...

ECDL Word Processing Multiple Choice 1 - ProProfs Quiz

MICROSOFT WORD Multiple Choice Questions :-1. How many different positions can you set for drop cap? a. 1 b. 2 c. 4 d. 6. 2. How many ways you can save a document? a. 3 b. 4 c. 5 d. 6. 3. What is the maximum number of lines you can set for lines to drop box? a. 3 b. 5 c. 10 d. 15. MICROSOFT WORD Multiple Choice Questions. 4.

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MS Word MCQs | Microsoft Word mcq questions with Answer [2]

Word Processor Questions and Answers. A style of text that makes a letter or word darker and

thicker to stand out in a document. The letters, numbers or symbols that appear in a document. Text can be aligned in four different ways. "I am two tired to do my homework". What is the correct line spacing for the body of text...

Word Processor Quizzes Online, Trivia, Questions & Answers ...

Home » MS-Word-Objective Questions (MCQ) with Solutions and Explanations » MS-Word-Objective Questions (MCQ) ... 20. A word processor would most likely be used to do. A) Keep an account of money spent. B) Do a computer search in media center. C) Maintain an inventory. D) Type a biography

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Module 3: Word Processing - Microsoft Word 2010 - quiz 1 ...

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Q1: you have to prepare a word processing file using MS Office Word 2007.This short test will tell you what you know about MS Word and how well you know it. ms word question answer pdf. Of the above answer when it is appropriate, as in question 18, this should.Microsoft Word 2007.

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Word Processing Exercise 1 – Writing a Letter Start by opening a new document in Word. Header and Footer Instructions In the header, type the following information in bold, using right justification/alignment and a Times New Roman 10 point font: Your First and Last Name Word Processing Exercise 1

Word Processing Practice Exercises - didljumpstart

Materials: UTIPS Word Processing Test . Activities and Procedures: UTIPS works best. Test ID# is 120900. Copy of test is attached if you would prefer to make a paper copy of the test or create your own method. Warm-up. This is a test. There should be no talking or communication of any kind. Have students log into UTIPS and take the test. They ...

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