1. ------------------------- Tab is used for entering numeric entries with decimal point.

(A) Bar (B) Center

(C) Decimal (D) None of these

1. Write steps to insert rows in MS Word 2003:

(A) Table - Insert - Rows above (B) Insert – Table

(C) Table Rows above Insert (D) None of these

1. Where contained the command 'save' in MS Word 2007?

(A) File Menu (B) Office Button

(C) Quick Accessed bar (D) None of these

1. A trademark notation or a copyright symbol usually displays in:

(A) Strikethrough (B)  superscript

(C) subscript (D) emboss

1. The backspace key is used for:

(A)   indent (B) double space

(C) backup and erase/delete (D) move to the next line

1. One of the following menu is not contained in WordPad of Windows XP:

(A)   Format (B) Insert

(C) Table (D) View

1. Alignment buttons in Word Pad contained in -----------------------bar of window XP:

(A) Tool Bar (B) Format Bar

(C) Status Bar (D) None of these

1. What type of software is most suitable to create an invitation to your birthday party?

(A) Spreadsheet (B) Database

(C) Word Processing (D) Desktop publishing

1. How many menus in Notepad of Windows XP?

(A) 1 (B) 2

(C) 3 (D) 4