

MSPOINT COMPUTER EDUCATION CHANNEL

TIME:

WORDPAD

FULL MARKS:

1. Write is the run command of WordPad?
a) Write b) WordPad c) Both a & b d) None of these
2. What is the shortcut key of Bold of font in WordPad?
a) Ctrl +B b) Ctrl +2 c) Ctrl +I d) None of these
3. What is the shortcut key of Pain Drawing in WordPad?
a) Ctrl+D b) Ctrl +G c) Ctrl +I d) None of These
4. What is the shortcut key of Increase size of fonts in WordPad?
a) Ctrl+Shift+> b) Ctrl+Shift+< c) Ctrl+] d) Ctrl+ [
5. What is the shortcut key of Decrease size of fonts in WordPad?
a) Ctrl+Shift+> b) Ctrl+Shift+< c) Ctrl +] d) Ctrl + [
6. What is the default name of font style name in WordPad?
a) Calibri b) Arial c) Times New Roman d) None of these
7. What is the default name of font size name in WordPad?
a) 10 b) 11 c) 12 d) 13
8. What is the shortcut key of Undo option of WordPad?
a) CTRL+Z b) CTRL+Y c) Both a & b d) CTRL+P
9. What is the shortcut key of 'Zoom In' in the WordPad?
a) Ctrl + - b) Ctrl+Scroll Down c) Ctrl+Scroll up d) None of these
10. What is the shortcut key of 'Zoom In' in the WordPad?
a) Ctrl + - b) Ctrl+Scroll Down c) Ctrl+Scroll up d) None of these
11. What is the shortcut key of 'Zoom In' in the WordPad?
a) Ctrl + - b) Ctrl+Scroll Down c) Ctrl+Scroll up d) None of these
12. How many groups in the View Ribbon in the WordPad?
a) 4 b) 5 c) 3 d) None of these
13. What is the shortcut key of Save file in the WordPad?
a) Ctrl+S b) Ctrl+Shift+F12 c) Shift+F12 d) Both a & b
14. What is the shortcut key text spacing 2 in the WordPad?
a) Ctrl+2 b) Ctrl+1 c) Ctrl+5 d) Ctrl+shift+2
15. What is the shortcut key of text spacing 1.0 in the WordPad?
a) Ctrl+1 b) Ctrl+G c) Ctrl+Shift+1 d) Both (a) & (b)
16. What is the Minimum zoom in the WordPad?
a) 12.5% b) 10% c) 25% d) 44%
17. What is the Maximum zoom in the WordPad?
a) 125% b) 500% c) 5000% d) 400%

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18. How many types of Word Wrap in the Word Pad?
a) 4 b) 5 c) 3 d) 2
19. Which is not include in the measurement unit category of WordPad?
a) Feet b) Inch c) CM d) Picas
20. A toolbar that contains buttons used for performing common actions in WordPad like opening, Saving or Printing?
a) Title bar b) Standard Tool Bar c) Formatting Tool Bar d) Menu Bar
21. This is the bar that contain menus of commands you can use?
a) Menu Bar b) Tool Bar c) Text Area d) Title Bar
22. Which group contain Bold, Italic, and Underline option?
a) Fonts b) Paragraph c) Format d) Both (a) & (b)
23. To change the existing file name and location of the file which menu is use?
a) File b) Edit c) View d) Home
24. WordPad not contain this item of the group?
a) Clipboard b) Font c) Paragraph d) Image
25. What is the default zoom in the WordPad open display?
a) 100% b) 400% c) 500% d) 80%
26. What is the shortcut key of one word delete at a time in the WordPad?
a) Backspace b) Ctrl+Backspace c) Alt+Backspace d) None of these
27. What is the default save file name in the WordPad?
a) Document1 b) Book c) Document d) Book
28. What is the default file extension name of WordPad?
a) .txt b) .rtf c) .docx d) All of these
29. What is the full name of RTF in the WordPad?
a) Rich Text Format c) Rich Transfer Format
b) Right Text Format d) None of these
30. What is the shortcut key of Italic of fonts in WordPad?
a) Ctrl+L b) Ctrl+Shift+I c) Ctrl+I d) None of these
31. What is the shortcut key of decrease indent of the WordPad?
a) Shift+Tab b) Tab c) Ctrl+Tab d) Ctrl+Shift+Tab
32. What is the use of strikethrough tool in the WordPad?
a) Draw the text smaller c) Draw the text larger
b) Draw a line between the text d) None of these
33. Is the horizontal scroll bar not found in WordPad? "True" or "False".

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34. What is the maximum font size in the WordPad?
a) 1538 b) 16638 c) 1638 d) 72
35. What is the minimum font size in the WordPad?
a) 1 b) 1.1 c) 8 d) 3
36. In WordPad Home and view is called?
a) Group b) Tab c) Alignment d) None of these
37. If you copy and cut the text in WordPad they temporary stored in _____.
a) Clipboard b) Format Painter c) Hard Disk d) Footer
38. What is the shortcut key for special paste in WordPad?
a) Alt+Ctrl+V b) Ctrl+Shift+V c) Ctrl+V d) All of these
39. If you want to use another program inside the WordPad then which option will be use?
a) Font b) Insert Object c) Paragraph d) Replace
40. How many numbers of text highlight color is present.
a) 10 b) 20 c) 25 d) 15
41. What is WordPad?
a) Text Editor b) hardware c) Operating system d) None of these
42. Which is the first text Highlight color in WordPad?
a) Yellow b) Red c) Blue d) Black
43. Which shortcut key is used to select all text in WordPad?
a) Ctrl+A b) Ctrl+S c) Ctrl+N d) Ctrl+D
44. How many types of alignment available in WordPad?
a) 1 b) 2 c) 3 d) 4
45. This is the bar that contain menus of commands you can use?
a) Menu Bar b) Tool Bar c) Text Area d) Title Bar

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ANSWER SHEET

Q.NO.	Option	Q.NO.	Option	Q.NO.	Option	Q.NO.	Option
1.	a) →	16.		31.		46.	
2.	c) →	17.		32.		47.	
3.		18.		33.		48.	
4.		19.		34.		49.	
5.		20.		35.		50.	
6.		21.		36.		51.	
7.		22.		37.		52.	
8.		23.		38.		53.	
9.		24.		29.		54.	
10.		25.		40.		55.	
11.		26.		41.		56.	
12.		27.		42.		57.	
13.		28.		43.		58.	
14.		29.		44.		59.	
15.		30.		45.		60.	