ECAT Computer Science Chapter 8 Word Processing

Sr	Questions	Answers Choice
1	The process of moving up or down in a word processing document is called:	A. Line movement B. Word wrap C. Pull-down D. Scrolling
2	Word processing includes the process of:	A. Editing text B. Entering text C. Formatting text D. All
3	The key that is used to delete a character to the light of the cursor is:	A. Del B. Backspace C. End D. Ctrl+tTab
4	_____ is a spreadsheet:	A. MS word B. MS excel C. Ms power point D. Both a and b
5	Which of the following is a spreadsheet?	A. MS word B. MS excel C. Ms power point D. Both a and b
6	____ cell addresses is correct:	A. Z2 B. AZ3 C. 2Z D. Both a and b
7	When starting word, the name of the default document is:	A. Document1 B. Word1 C. File1 D. WPD1
8	The term that defines the size and style of a typeface is:	A. Point B. Font C. Character D. Size
9	The font that displays little lines at the top and bottom of most characters is called:	A. Sens-serif B. French C. Decorated D. Serif
10	Each number of format consist of _____ part:	A. 2 B. 3 C. 4 D. 5
11	Which of the following feature is used to reverse the changes made to a document:	A. SYSIWYG B. Redo C. Undo D. GUI
12	The shape of the insertion point symbol is:	A. Arrow B. Vertical line C. Horizontal line D. Circle
13	The actual working area in Microsoft excel is:	A. A15 B. B15 C. C15 D. D15
14	A set of worksheet which is not active is called:	A. Active cell B. Idle cell C. Passive cell D. Present cell
15	To add the value of cell 'C9' of worksheet "Sheet3" with the cell 'B2' of current worksheet, the formula is written as:	A. =C9+B2 B. =Sheet3!C9+B2 C. =Sheet3!B2+C9 D. =Sheet3!B2+sheet3!C9

16	When starting word, the name of the default document is:	A. WPD1 B. File1 C. Word1 D. Document1
17	Word processing programs are used to create:	A. Reports B. Letters C. Labels D. All
18	The actual working area in Microsoft excel is:	A. Workbook B. Worksheet C. Spreadsheet D. Note sheet
19	Which of the following feature is used to reverse the changes made to a document	A. WYSIWYG B. Redo C. Undo D. GUI
20	If the custom format is 00000 then the number 420 will be displayed as:	A. 420 B. 0420 C. 00420 D. 420.00