PPSC Computer Science Topic 3 Microsoft Word

Sr	Questions	Answers Choice
1	Which of the following is not of the merge process.	A. Sort the data source records B. Format a main document C. Edit a data soruce D. Merge the two files to print or create a new document
2	Which of the following is not valid version of MS Office.	A. Office XP B. Office vista C. Office 2007 D. None
3	How many columns can you insert in a word document in maximum.	A. 35 B. 45 C. 55 D. 65
4	Which of the following is not one of the three mail merge helper steps.	A. Merge the two files B. Create the main document C. Set the mailing list parameters D. create the data source.
5	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 of biography
6	A character that is raised and smaller above the baseline is known as.	A. Outlined B. Raised C. Superscript D. Subscript
7	Background color of effects applied on a document is not visible in.	A. Web layout view B. Print layout view C. Reading view D. Print preview
8	A bookmark is an item of location in document that you identify as a name for future reference Which of the following task is accomplished by using bookmarks.	A. To add anchors in web page B. To make the ending of a paragraph of document C. To quickly jump to specific location in document D. To add hyperlinks in webpage
9	Which tab in Font dialog box contains options to apply font effects.	A. Font tab B. Character spacing C. Text Effects D. Standard toolbar
10	What is the maximum font size you can apply for any character	A. 163 B. 1638 C. 16038 D. None
11	Which of the following button will allow you to add delete or change records in your Data soruce.	A. Data source button B. Edit button C. Edit Data source button D. Data editing button
12	After typing header text how can you quickly enter footer text.	A. Press page down key and type the text for footer. B. Click on switch between header and footer then type in text C. Both of above D. None
13	The key strokes Ctrl + 1 is used to.	A. Increase font size B. Inserts a line break C. Indicate the text should be bold D. Applies italic format to selected text
14	What does Ctrl + = kev effect.	A. Supercript B. Subscript C. All

		C. All caps D. Shadow
15	How can you break the current column and start a new column immediately.	A. Press Ctrl + Shift + Enter B. Press Alt + Enter C. Press Ctrl + Enter D. Press Alt + Shift + Enter
16	How can you disable extended selection mode.	A. Press F8 again to disable B. Press del to disable C. Press Esc to disable D. Press Enter to disable
17	Which operation you will perform if you need to move a block of text.	A. Copy and paste B. Cut and paste C. Paste and Delete D. Paste and cut
18	Which of the following option is not available in insert >> picture	A. Chart B. Word Art C. Clip Art D. Graph
19	When assigning a shortcut key to a symbol you should always try to select a key or key combination that is.	A. Unassigned B. Located on the ten key pad section of your keyboard C. Assigned to another task D. from the same font family as the symbol
20	Which of the following the second step in creating a macro.	A. Start recording B. Using you mouse or keyboard perform the task you want to automale C. Assign a keyboard short out to the macro D. Give the macro a name