

Microsoft Word Multiple Choice Questions

- 1) Microsoft Office Word is a (n) _____.
 - a) full-featured word processing program that can be used to create and revise professional looking documents easily *
 - b) area in the computer's main memory in which Microsoft_Office text files are stored temporarily_program included with Windows 2000 that can be used
 - c) Only to create or edit text files, smaller than 64K, that do not require formatting
 - d) classified password that prevents unauthorized users from accessing a protected Microsoft Office item or document
- 2) what type of software is used for creating letters papers and other document _____.
 - a) word processor *
 - b) Spread Sheet
 - c) Data Base
 - d) All of Above
- 3) A program which helps to create written document and lets you go back and make correction as necessary _____.
 - a) word processor *
 - b) Spread Sheets
 - c) Work book
 - d) Note Book
- 4) MS-word comes under _____.
 - a) Documentation *
 - b) graphics
 - c) database
 - d) Spreadsheet
- 5) A _____ is an application that allows the user to compose and edit simple document.
 - a) word processor *
 - b) spreadsheet
 - c) database
 - d) any of the above
- 6) A word processor can be used to
 - a) write text
 - b) edit text
 - c) print text
 - d) all of these *
- 7) Computer word processing includes process of
 - a) entering text
 - b) editing text
 - c) formatting document
 - d) all of these *
- 8) What is the default file extension for all Word documents?
 - a) .texts
 - b) .word
 - c) .docs
 - d) .docx *
- 9) A word processor would most likely be used to type a _____.
 - a) Biography *
 - b) Calculation
 - c) Counting
 - d) None of Above

Multiple Choice Questions Fundamental And Technical

Roman Wölfel



Multiple Choice Questions Fundamental And Technical:

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In some sort of inundated with monitors and the cacophony of instant interaction, the profound power and mental resonance of verbal artistry usually fade into obscurity, eclipsed by the constant onslaught of sound and distractions. However, situated within the musical pages of **Multiple Choice Questions Fundamental And Technical**, a captivating function of literary beauty that impulses with fresh emotions, lies an remarkable trip waiting to be embarked upon. Composed by way of a virtuoso wordsmith, this enchanting opus manuals viewers on a psychological odyssey, delicately revealing the latent possible and profound influence embedded within the delicate web of language. Within the heart-wrenching expanse of this evocative examination, we shall embark upon an introspective exploration of the book is key styles, dissect their captivating writing model, and immerse ourselves in the indelible effect it leaves upon the depths of readers souls.

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