

## Word Processing MCQ Questions and Answers Pdf

### Question: 1

Word processing software allows to text with a minimum of effort

- (A) Rearrange
- (B) Retrieve
- (C) Save
- (D) Enter

Ans: B

Retrieve

### Question: 2

A spelling checker is also called

- (A) Electronic encyclopedia
- (B) Electronic thesaurus
- (C) Electronic dictionary
- (D) None of these

Ans: C

Electronic dictionary

### Question: 3

Windows are especially helpful for

- (A) Moving text between files
- (B) Search-and-replace operations
- (C) Cut-and-paste operations
- (D) Both (b) and (c)

Ans: C

Cut-and-paste operations

Question: 4

The type of dictionary that might accept "mouses" as correct is

- (A) Root word dictionary
- (B) Literal dictionary
- (C) Personal dictionary
- (D) None of these

Ans: A

Root word dictionary

Question: 5

Which of the following is not an essential function of a word processing software package?

- (A) Indexing

(B) Saving

(C) Editing

(D) Formatting

Ans: A

Indexing