

Word Processing Multiple Choice Questions and Answers Pdf

Question: 1

Many of the popular word processing software packages available today allow to

- (A) Redline a document
- (B) Total columns of numbers
- (C) Align decimal points automatically
- (D) Create and use macros

Ans: B

Total columns of numbers

Question: 2

A context-sensitive help system

- (A) can give information about the function you're currently using
- (B) is always used with a reference manual
- (C) can give just one screen of information for each function
- (D) both (b) and (c)

Ans: A

can give information about the function you're currently using

Question: 3

In word processing, a word is defined as

- (A) 32 bits
- (B) An English language word
- (C) A string of letters or numerals
- (D) Both (a) and (b)

Ans: C

A string of letters or numerals

Question: 4

Cursor-control commands allow the user to

- (A) Move one character at a time
- (B) Jump to the beginning or end of the current line
- (C) Move one word at a time
- (D) All of these

Ans: D

All of these

Question: 5

Menu driven software

- (A) is also called command-driven software

(B) always requires that you depress a certain key to display the menu

(C) always has a menu present on the screen

(D) may display a menu in various positions on the screen

Ans: D

may display a menu in various positions on the screen