

Word Processing Objective Questions and Answers Pdf

Question: 1

Word processing software allows to text with a minimum of effort

Retrieve

Question: 2

A spelling checker is also called

Electronic dictionary

Question: 3

Windows are especially helpful for

Cut-and-paste operations

Question: 4

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

Root word dictionary

Question: 5

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

Indexing

Question: 6

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

Total columns of numbers

Question: 7

A context-sensitive help system

can give information about the function you're currently using

Question: 8

In word processing, a word is defined as

A string of letters or numerals

Question: 9

Cursor-control commands allow the user to

All of these

Question: 10

Menu driven software

may display a menu in various positions on the screen