

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

Microsoft Word And Excel Multiple Choice Questions

Julia Schneider



Microsoft Word And Excel Multiple Choice Questions:

Unveiling the Power of Verbal Beauty: An Psychological Sojourn through **Microsoft Word And Excel Multiple Choice Questions**

In some sort of inundated with screens and the cacophony of quick connection, the profound power and emotional resonance of verbal art often diminish in to obscurity, eclipsed by the constant onslaught of sound and distractions. However, nestled within the musical pages of **Microsoft Word And Excel Multiple Choice Questions**, a charming perform of fictional brilliance that impulses with natural thoughts, lies an wonderful trip waiting to be embarked upon. Written with a virtuoso wordsmith, that mesmerizing opus guides visitors on an emotional odyssey, gently revealing the latent potential and profound influence stuck within the complicated internet of language. Within the heart-wrenching expanse of the evocative examination, we shall embark upon an introspective exploration of the book is main subjects, dissect their charming publishing style, and immerse ourselves in the indelible impact it leaves upon the depths of readers souls.

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