

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

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Questions Contains 2 questions Maximum marks allotted for the paper are 60 Both sections are allotted time duration of 30 minutes each Question paper contains a single part i e Professional Knowledge with 60 Objective type questions Negative Marking is also applicable to questions attempted wrong 0 25 marks will be deducted No marks will be deducted for questions left un attempted Negative Marking 1 4 Conducting Body Institute of Banking Personnel Selection **IBPS-PO (Mains Exam) | 15 Practice Sets and Solved Papers Book for 2021 Exam with Latest Pattern and Detailed Explanation by Rama Publishers** Rama Publishers,2021-08-09 Book Type Practice Sets Solved Papers About Exam IBPS PO 2021 exam will be conducted by Institute of Banking Personnel Selection IBPS to select eligible candidates to the post of Probationary Officers in different public sector banks in India Exam Patterns The IBPO PO Main exam is also conducted online it has 5 4 1 sections Numerical Ability and Reasoning and computer Aptitude Data Analysis and interpretation General Economy and Banking and English Language with a total score of 200 25 marks and total duration of 180 30 minutes IBPS will be conducting a descriptive paper of English Language in its mains exam for selection of candidates to the post of Probationary officer The sections must be attempted in the same order and the allotted time as mandated at the time of the exam A candidate has to clear both preliminary and mains examination to be eligible for the interview process Negative Marking 1 4 Conducting Body Institute of Banking Personnel Selection *Fundamentals of Information Technology for Class X (Based on MS Office) (Code 402) (A.Y. 2023-24)* Onward Sayan Banerjee,2023-05-20 This book titled Fundamentals of Information Technology for Class 10 Subject Code 402 fulfills all the needs and requirements of the latest syllabus released by the CBSE and it also comprises the recommendations of the National Education Policy 2020 which focusses on development of critical thinking life skills problem solving skills experiential learning etc Salient features of this book are As per the latest curriculum and examination pattern prescribed by the Central Board of Secondary Education New Delhi The book is divided into two sections Part A deals with the Employability Skills with chapters on the units Communication Skills 11 Self Management Skills II ICT Skills II Entrepreneurial Skills II and Green Skills II Part B deals with the Subject Specific Skills consists of four units These units are Digital Documentation Advanced Electronic Spreadsheet Advanced Database Management System and Web Applications and Security The first three units of Part B are based on MS Office suite of software The version of this application used is MS Office 2010 These chapters of Part B respectively use the MS Word MS Excel and MS Access software Some of the features inside the chapters are Chapter content which has been kept logical to meet the requirements of the tech savvy students Activity provides a useful way to check the knowledge given practically Fact gives an interesting historical fact related to the matter Did You Know provides an interesting piece of knowledge to get them interested Summary summarises the chapter at its end Every chapter has its accompanying exercise Also each unit ends with its Question Bank consisting of competency based question very short short long questions etc Video Lectures Chapterwise video lectures are given for the students to understand better In order to access videos Download Merit Box

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