

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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