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 *   c) Data Base
   b) Spread Sheet   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 *   c) Work book
   b) Spread Sheets   d) Note Book

4) MS-word comes under ____
   a) Documentation *   c) database
   b) graphics   d) Spreadsheet

5) A _____ is an application that allows the user to compose and edit simple document.
   a) word processor *   c) database
   b) spreadsheet   d) any of the above

6) A word processor can be used to
   a) write text   c) print text
   b) edit text   d) all of these *

7) Computer word processing includes process of
   a) entering text   c) formatting document
   b) editing text   d) all of these *

8) What is the default file extension for all Word documents?
   a) .texts   c) .docs
   b) .word   d) .docx *

9) A word processor would most likely be used to type a _____
   a) Biography *   c) Counting
   b) Calculation   d) None of Above

Multiple Answer Questions For Microsoft Office

Stephen Haag,James T. Perry

Multiple Answer Questions For Microsoft Office:

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I-Series: Microsoft Office Access 2003 Introductory Stephen Haag,James Perry,Merrill Wells,2004-01-27   **Thinking Outside the Book** Carol Smallwood,2015-03-26 Professionals in all areas of librarianship will find inspiration in the essays collected here each of them innovative tips for increasing circulation enhancing collections and improving flexibility With extensive experience in the nation s top libraries and media centers the 73 contributors describe what really works based on their real world experiences Organized by subject the essays offer succinct and practical guidelines for dozens of tasks

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