



COMPUTER SCIENCE SOLVED MCQS

1. To get to the 'Symbol' dialog box, click on the _____ menu and choose "Symbol".

(a) Insert

(b) Format

(c) Tools

(d) Table

2. Which of the following symbol sets would be most likely to contain a mathematical symbol such as a degree sign, greater than or equal to, or a Greek letter?

(a) Wingdings

(b) Wingdings 3

(c) Webdings

(d) Symbol

3. When assigning a shortcut key to a symbol, you should always try to select a key or key combination that is:

(a) Unassigned

(b) Located on the tenkeypad section of your keyboard

(c) Assigned to another task

(d) From the same font family as the symbol words as you type.

4. Auto Correct was originally designed to replace

(a) Short, repetitive

(b) Grammatically incorrect

(c) Misspelled

(d) None of these

5. If you will be displaying or printing your document on another computer, you'll want to make sure and select the _____ option under the 'Save' tab.

(a) Embed Fonts

(b) Embed True Type Fonts

(e) Save True Type Fonts

(d) Save Fonts

6. In Word, the mailing list is known as the _____

(a) Data sheet

(b) Source

(c) Data source

(d) Sheet

7. Which of the following is not one of the three 'Mail Merge Helper' steps?

(a) Merge the two files

(b) Create the main document

(c) Set the mailing list parameters

(d) Create the data source

8. Which of the following button will allow you to add, delete, or change records in your Data Source?

(a) Data Source' button

(b) 'Edit' button

(c) 'Edit Data Source' button

(d)'Data editing' button

9. It is possible _____ to a data source before performing a merge.

- (a) Create
- (b) Modify
- (c) Sort

(d) All of these

10. What is a portion of a document in which you set certain page formatting options?

- (a) Page
- (b) Document

(c) Section

(d) Page Setup

11. Borders can be applied to _____

- (a) Cells
- (b) Paragraph
- (c) Textd

(d) All of these

12. Which of the following is not a type of page margin?

- (a) Left
- (b) Right

(d) Top

(c) Center

13. What is the default left margin in Word 2003 document?

(a) 1"

(b) 1.25"

(c) 1.5"

(d) 2"

14. Portrait and Landscape are _____

(a) Page Orientation

(b) Paper Size

(c) Page Layout

(d) All of these

15. If you need to change the typeface of a document, which menu will you choose?

(a) Edit

(b) View

(c) Format

(d) Tools

16. Which of the following is not a font style?

(a) Bold

(b) Italic

(c) Regular

(d) Superscript

17. Pressing F8 key for three times selects _____

(a) A word

(b) A sentence

(c) A paragraph

(d) Entire document

18. How can you disable extended selection mode?

(a) Press F8 again to disable

(b) Press Del to disable

(d) Press Enter to disable

(c) Press Esc to disable

19. What the maximum number of lines you can set for a drop cap?

(a) 3

(b) 10

(c) 15

(d) 20

20. What is the default number of lines to drop for drop cap?

(a) 3

(b) 10

(c) 15

(d) 20

21. What is the shortcut key you can press to create a copyright symbol?

(a) Alt+Ctrl+C

(b) Alt+C

(c) Ctrl + C

(d) Ctrl+Shift+C

22. How many columns can you insert in a Word document in maximum?

(a) 35 these

(b) 45

(c) 55

(d) 65

23. What is the smallest and largest font size available in Font Size tool on formatting toolbar?

(a) 8 and 72

(b) 8 and 64

(c) 12 and 72

(d) None of

24. What is the maximum font size you can apply for any character?

(a) 163 25.

(b) 1638

(c) 16038

(d) None of these

25. Which of the following is graphics solution for Word Processors?

(a) Clipart

(b) Word Art

(c) Drop Cap

(d) None of these

26. The keystrokes Ctrl + I is used to _____

(a) Increase font size

(b) Inserts a line break

(c) Indicate the text should be bold

(d) Applies italic format to selected text

27. Which of the following is not valid version of MS Office?

(a) Office XP

(b) Office Vista

(c) Office 2007

(d) None of these

28. The key F12 opens as _____

(a) Save As dialog box

(b) Open dialog box

(c) Save dialog box

(d) Close dialog box

29. What is the short cut key to open the Open dialog box?

- (a) F12
- (b) Shift F12
- (c) Alt+F12

(d) Ctrl + F12

30. A feature of MS Word that saves the document automatically after certain interval is available on _____

(a) Save tab on Options dialog box

- (b) Save as dialog box
- (c) Both of these
- (d) None of these

31. Where can you find the horizontal split bar on MS Word screen?

- (a) On the left of horizontal scroll bar
- (b) On the right of horizontal scroll bar

(c) On the top of vertical scroll bar

- (d) On the bottom of vertical scroll bar

32. Which of the following is not available on the Ruler of MS Word screen?

- (a) Tab stop box

(b) Left Indent

- (c) Right Indent
- (d) Center Indent

33. What is place to the left of horizontal scroll bar?

- (a) Tab stop buttons
- (b) View buttons
- (c) Split buttons

(d) Indicators

34. Which file starts MS Word?

(a) Winword.exe

- (b) Word.exe
- (c) Msword.exe
- (d) Word2003.exe

35. How many ways you can save a document?

(a) 3

- (b) 4
- (c) 5
- (d) 6

36. If you want to keep track of different editions of a document which features will you use?

(a) Editions

(b) Versions

- (c) Track Change
- (d) All of these

37. Background color or effects applied on a document is not visible in

- (a) Web Layout view
- (b) Print Layout view
- (c) Reading View

(d) Print Preview

38. A character that is raised and smaller above the baseline is known as

- (a) Outlined
- (b) Raised

(c) Superscript

- (d) Subscript

39. Which of the following function key activates the speller?

- (a) F5

(b) F7

- (c) F9

- (d) Shift + F7

40. The minimum number of rows and columns in MS Word document is

(a) 1 and 1

- (b) 2 and 1

- (c) 2 and 2

- (d) None of these

41. Thesaurus tool in MS Word is used for

(a) Spelling suggestions

(b) Grammar options

(c) Synonyms and Antonyms words

(d) All of these

42. Text boundary can be displayed or hidden from

(a) Auto text option from Insert menu

(b) Options from Tools menu

(c) Customize from Tools menu

(d) All of these

43. Which of the following are Word processing software?

(a) WordPerfect

(b) Easy Word

(c) MS Word

(d) All of these

44. MS Office provides help in many ways, which of these is one of them?

(a) What is this?

(b) Office Assistant

(c) Help menu

(d) All of the these

45. You wished to justify text over the height of paper, which option will you choose?

(a) Page Setup from File menu

(b) Paragraph from Format menu

(c) From formatting toolbar

(d) Font from Format menu

46. What is the default font size of a new Word document based on Normal template?

(a) 10 pt

(b) 12 pt

(c) 14 pt

(d) None of these

47. What is the default font used in MS Word document?

(a) Times New Roman

(b) Arial

(c) Algerian

(d) Preeti

48. On which toolbar can you find Format Painter tool?

(a) Standard toolbar

(b) Formatting toolbar

(c) Drawing Toolbar

(d) Picture Toolbar

49. Which indent marker controls all the lines except first line?

(a) First Line Indent Marker

(b) Left Indent Marker

(c) Hanging Indent Marker

(d) Right Indent Marker

50. Which operation you will perform if you need to move a block of text?

(a) Copy and Paste

(b) Cut and Paste

(c) Paste and Delete

(d) Paste and Cut

51. What is the extension of Word files?

(a) FIL

(b) DOT

(c) DOC

(d) TXT

52. Which of the following option is not available in Insert >> Picture?

(a) Chart

(b) Word Art

(c) Clip Art

(d) Graph

53. To insert a drop cap in one of the paragraph you should access _____

(a) Insert Menu

(b) Format

(c) Tools

(d) None of these

54. How many different positions can you set for drop cap?

(a) 1

(b) 2

(c) 4

(d) 6

55. What is the maximum number of lines you can set for lines to drop box?

(a) 3

(b) 5

(c) 10

(d) 15

56. Which of the following can NOT be used to create parallel style column?

(a) Format Tabs

(b) Table Insert Table

(c) Insert Textbox

(d) Format Columns

57. Which of the following is used to create newspaper style columns?

- (a) Format Tabs
- (b) Table Insert Table
- (c) Insert Textbox

(d) Format Columns

58. Columns dialog box can be opened from _____

- (a) Format menu Columns submenu
- (b) Double click on column space in ruler
- (c) Press Alt + O + C

(d) All of these

59. You can jump to the next column by_____

- (a) Clicking with your mouse on the next column
- (b) Press Alt + Down-arrow

(c) Both of these

(d) None of these

60. How can you break the current column and start a new column immediately?

(a) Press Ctrl + Shift + Enter

- (b) Press Alt+ Enter
- (c) Press Ctrl + Enter
- (d) Press Alt + Shift + Enter

61. What is the smallest width of a column?

(a) 0"

(b) 0.5"

(c) 1"

(d) 1.5"

62. If the number of columns is selected 1 and the line between check box is marked, where is the line drawn?

(a) In the left margin

(b) In the right margin

(c) Both in left and right margin

(d) None of these

63. How much space in minimum must be provided between columns?

(a) 0"

(b) 0.5"

(c) 1"

(d) 1.5"

64. Which of the following command is not available in Tools menu?

(a) Auto text

(b) Autocorrect

(c) Auto summarize

(d) Macro

65. Which tab in Font dialog box contains options to apply font effects?

(a) Font tab

(b) Character Spacing

(c) Text Effects

(d) Standard Toolbar

66. Drop Cap means _____

(a) All Caps

(b) Small Caps

(c) Title case

(d) None of these

67. What is the short cut key to open Font dialog box?

(a) Ctrl+F

(b) Alt+Ctrl+F

(c) Ctrl + D

(d) Ctrl + Shift + D

68. How can you access the font size tool on formatting toolbar?

(a) Ctrl + S

(b) Ctrl + Shift + S

(c) Ctrl + P

(d) Ctrl + Shift + P

69. How can you make the selected character superscripted?

(a) Ctrl + =

(b) Ctrl+Shift +=

(c) Alt+Ctrl + Shift +=

(d) None of these

70. What does Ctrl+=key effect?

(a) Superscript

(b) Subscript

(c) All Caps

(d) Shadow

71. How can you increase the font size of selected text by one point every time?

(a) By pressing Ctrl +]

(b) By pressing Ctrl + [

(c) By pressing Ctrl+}

(d) By pressing Ctrl + {

72. Which of the following line spacing is invalid?

(a) Single

(b) Double

(c) Triple

(d) Multiple