

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

Answers Of Microsoft Word

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Office 2000 Answers! Martin S. Matthews, Carole Boggs Matthews, 1999 This text provides actual user problems that were called into the tech support hotline along with sound fix it advice Elements include a perforated command card of frequently used Office commands overviews at the beginning of each chapter and sidebars that give background information

Mastering Office 2000 Through CLAIT and IBT II Bernard Kane, 2001 Comprehensive coverage of Microsoft Office 2000 for all CLAIT and IBTII students This accessible textbook ensures your students acquire the knowledge skills and ability to succeed in CLAIT and IBTII qualifications [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 *CUET PG General Paper [COQP11] 20 Mock Test With Detail Solution As Per Updated Syllabus [25 MCQ in Each Mock Test]* DIWAKAR EDUCATION HUB, 2023-10-30 CUET PG 20 Mock Test With Solution Most Expected MCQ As Per Updated Syllabus 2024 Highlight of Question Bank In Each Mock Test Given 25 MCQ With Solution of Each Questions All Questions Selected As Per Past Year Paper Asked Questions Design by Qualified Faculty Best Practice Mock Test **20 Test Papers - Delhi Police Constable** , 20 Test Papers Delhi Police Constable Previous Papers **Pro SharePoint 2010 Solution Development** Ed Hild, Chad Wach, 2010-08-04 This book takes a practical problem solution approach to common business challenges You ll not only encounter interesting code samples but also see how to combine these examples with the Microsoft collaboration platform s services The book s solutions focus on using Visual Studio 2008 and its built in Office development tools to construct the user interface layer And solutions can interact with SharePoint as a service provider taking advantage of SharePoint s many collaboration features like document repositories collaboration sites and search functions This book is unique because it starts with challenges that end users deal with every day when using the Microsoft collaboration platform to support business processes The solutions are presented as hypothetical business challenges of a fictional company By presenting the examples in this context author Ed Hild makes it easier to relate to the challenges and solution value The goal of these examples is to build applications that apply the benefits of the Office desktop interface to the richness of SharePoint

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whether it is found in guestrooms meeting rooms public area or restaurants

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