

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

**Martin S. Matthews, Carole Boggs
Matthews**



Answers Of Microsoft Word:

Unveiling the Power of Verbal Art: An Emotional Sojourn through **Answers Of Microsoft Word**

In some sort of inundated with displays and the cacophony of immediate conversation, the profound energy and mental resonance of verbal beauty often fade in to obscurity, eclipsed by the continuous onslaught of sound and distractions. However, nestled within the musical pages of **Answers Of Microsoft Word**, a captivating perform of literary splendor that impulses with raw emotions, lies an wonderful trip waiting to be embarked upon. Published by way of a virtuoso wordsmith, that magical opus guides viewers on a psychological odyssey, lightly exposing the latent possible and profound influence embedded within the elaborate web of language. Within the heart-wrenching expanse with this evocative analysis, we will embark upon an introspective exploration of the book is main themes, dissect its captivating publishing type, and immerse ourselves in the indelible impression it leaves upon the depths of readers souls.

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