

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

Microsoft Office 2010 Answers

Ying-Ying Zheng



Microsoft Office 2010 Answers:

Adopting the Song of Appearance: An Mental Symphony within **Microsoft Office 2010 Answers**

In a world taken by displays and the ceaseless chatter of instantaneous communication, the melodic splendor and emotional symphony produced by the written word usually fade into the background, eclipsed by the persistent noise and disruptions that permeate our lives. Nevertheless, set within the pages of **Microsoft Office 2010 Answers** a wonderful literary value brimming with organic thoughts, lies an immersive symphony waiting to be embraced. Crafted by a wonderful composer of language, this charming masterpiece conducts readers on a psychological trip, skillfully unraveling the hidden songs and profound influence resonating within each carefully constructed phrase. Within the depths of the touching examination, we can discover the book is main harmonies, analyze its enthralling writing style, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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