

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 Publisher Multiple Choice Questions And Answers

**Gary B. Shelly, Thomas J. Cashman, Joy
Starks, Joy L. Starks**



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Embracing the Beat of Appearance: An Psychological Symphony within **Microsoft Publisher Multiple Choice Questions And Answers**

In some sort of used by monitors and the ceaseless chatter of instant interaction, the melodic beauty and mental symphony created by the prepared term usually diminish in to the backdrop, eclipsed by the constant sound and disruptions that permeate our lives. Nevertheless, situated within the pages of **Microsoft Publisher Multiple Choice Questions And Answers** a stunning literary treasure full of raw emotions, lies an immersive symphony waiting to be embraced. Crafted by an elegant composer of language, that fascinating masterpiece conducts visitors on an emotional journey, well unraveling the concealed melodies and profound impact resonating within each cautiously constructed phrase. Within the depths of this emotional analysis, we can explore the book is key harmonies, analyze its enthralling writing fashion, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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