

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 Questions And Answers

**M Mosston**



## **Microsoft Publisher Questions And Answers:**

## **Microsoft Publisher Questions And Answers** Book Review: Unveiling the Power of Words

In some sort of driven by information and connectivity, the ability of words has be much more evident than ever. They have the ability to inspire, provoke, and ignite change. Such may be the essence of the book **Microsoft Publisher Questions And Answers**, a literary masterpiece that delves deep into the significance of words and their affect our lives. Compiled by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall affect readers.

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