

## Word Processing, Spreadsheet Question and Answers

1. Indention in computer word processing is used to

- A. make the text readable
- B. change the paragraph color
- C. apply border around text
- D. change line spacing

Answer - A

2. Fonts tend to have less line width variation than serif fonts is

- A. European
- B. American
- C. Serif
- D. Sans serif

Answer - D

3. Set of buttons that invoke commands in a computer word processing document is called

- A. menu
- B. button list
- C. dialog
- D. toolbar

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Answer - D

4. Number of personal computers in which word processor is already installed is about

- A. 10%
- B. 50%
- C. 80%
- D. 90%

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Answer - D

5. Special part of computer memory to temporarily hold information for later use is called

- A. ROM
- B. clipboard
- C. desktop
- D. CRAMS

Answer - B

6. Computer spreadsheet capability to allow a pie chart to be generated from data in spreadsheet cells is termed as

- A. decoration
- B. data appearance
- C. functions
- D. charting

Answer - D

7. In a computer, element which is not a part of chart is

- A. plot area
- B. fill handler
- C. series
- D. chart area

Answer - B

8. In a computer spreadsheet, value of formula  $(7-3) \times (1+6) / 4$  is

- A. 7
- B. 1.5
- C. 2

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D. 12

Answer - A

9. In a computer spreadsheet, first part of number format describes

- A. positive number
- B. negative number
- C. zero values
- D. text values

Answer - A

10. In a computer spreadsheet, function which is used to count numbers of entries in given range is called

- A. length
- B. counter
- C. counting
- D. count

Answer - C

11. Cell in a computer spreadsheet that contain a formula or function will show

- A. formula or function
- B. cell's address
- C. resulting display value
- D. range

Answer - C

12. In a computer, graphics representation of data is named as

- A. graphics

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- B. picture
- C. chart
- D. figure

Answer - C

13. In a computer, page orientation is changed through

- A. paper dialog box
- B. print dialog box
- C. page setup dialog box
- D. setup dialog box

Answer - C

14. In a computer spreadsheet, a preprogrammed Formula is basically a

- A. function
- B. graph
- C. range
- D. cell

Answer - A

15. An entry in a spreadsheet cell representing wages or test scores is most likely a

- A. label
- B. value
- C. formula
- D. calculation

Answer - B

16. In a computer, redo command

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- A. appears on the standard toolbar
- B. restore the last action that was undone
- C. both A and B
- D. deletes the text

Answer - C

17. General computer term that refers to setting of margins, tab positions, text justification, vertical and horizontal centering and line spacing is

- A. tool
- B. layout
- C. format
- D. setup

Answer - C

18. Function key which is used for checking spelling and grammar in computer word processing is

- A. F1
- B. F2
- C. F7
- D. F12

Answer - C

19. Computer font is described by its

- A. typeface
- B. height
- C. presentation attributes
- D. all of these

Answer - D

## Word Processing, Spreadsheet Question and Answers

20. Table allow computer text to be displayed in

- A. rows and columns
- B. graphic files
- C. news paper type columns
- D. row cells

Answer - A