

### 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 20test Questions

**Michael Brown**



## **Microsoft Office 20test Questions:**

The book delves into Microsoft Office 20test Questions. Microsoft Office 20test Questions is a crucial topic that must be grasped by everyone, from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Microsoft Office 20test Questions, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
    - Chapter 1: Introduction to Microsoft Office 20test Questions
    - Chapter 2: Essential Elements of Microsoft Office 20test Questions
    - Chapter 3: Microsoft Office 20test Questions in Everyday Life
    - Chapter 4: Microsoft Office 20test Questions in Specific Contexts
    - Chapter 5: Conclusion
  2. In chapter 1, this book will provide an overview of Microsoft Office 20test Questions. The first chapter will explore what Microsoft Office 20test Questions is, why Microsoft Office 20test Questions is vital, and how to effectively learn about Microsoft Office 20test Questions.
  3. In chapter 2, the author will delve into the foundational concepts of Microsoft Office 20test Questions. This chapter will elucidate the essential principles that need to be understood to grasp Microsoft Office 20test Questions in its entirety.
  4. In chapter 3, the author will examine the practical applications of Microsoft Office 20test Questions in daily life. The third chapter will showcase real-world examples of how Microsoft Office 20test Questions can be effectively utilized in everyday scenarios.
  5. In chapter 4, this book will scrutinize the relevance of Microsoft Office 20test Questions in specific contexts. This chapter will explore how Microsoft Office 20test Questions is applied in specialized fields, such as education, business, and technology.
  6. In chapter 5, the author will draw a conclusion about Microsoft Office 20test Questions. The final chapter will summarize the key points that have been discussed throughout the book.
- This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Microsoft Office 20test Questions.

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