

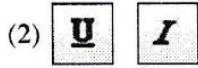
Grade 10 | Word Processing Software | MCQ Paper

1. Sentence A is formatted as sentence B by using word processing software. (2015)

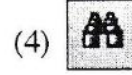
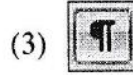
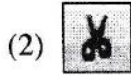
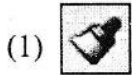
Sentence A: Many people believe that Abacus is the foundation of the present computer.

Sentence B: Many people believe that Abacus is the foundation of the present computer.

Which of the following icons are used to format sentence A as B?



2. Which of the following icons in word processing software can be used to search for text in a document? (2015)



3. Consider the following sentences related to a table created using Word Processing Software.

A - It is possible to format the text in a table.

(2016)

B - Words in a column of a table can be arranged in alphabetical order.

C - Numbers in a column of a table can be added together.

Which of the above are correct?

1) A and B only

3) B and C only

2) A and C only

4) All A, B and C

4. Which of the followings is not a common feature in both word processing and electronic presentation software? (2016)

1) Find and replace

3) Changing line space

2) Mail merge

4) Spelling checker

5. The following four icons labelled as P, Q, R and S are commonly used in word processing software to align text in a document. (2017)



Consider the following statements:

A - P aligns text to left and R aligns text to right

B - P aligns text to left and S aligns text only to right

C - Q aligns text to centre and S justifies text

Which of the above statements are true?

1) A and B only

3) B and C only

2) A and C only

4) All A, B and C

6. Consider the following statements related to the use of short-cut keys in commonly used word processing software: (2017)

A - Ctrl + C is used to copy text/objects

B - Ctrl + A is used to select all text/objects in a document

C - Ctrl + V is used to paste text/objects already copied

Which of the above statements are correct?

1) A and B only

3) B and C only

2) A and C only

4) All A, B and C

7. Which of the following can be applied to a blank table in a word processed document? (2018)

A - colouring cells of the table

B - merging adjoining cells in the table

C - inserting cells into the table

- 1) A and B only
- 2) A and C only
- 3) B and C only
- 4) All A, B and C

8. Which of the following tools can be used to find a given term in a word processed document? (2018)



9. Consider the following steps used in printing invitations to a list of invitees using the mail merge facility of a word processor software. (2018)

A - Create the invitation letter as theP.....

B - Create and save the list of invitees with their addresses as theQ.....

C - Use mail merge feature to insert details from theQ..... into the ...P..... and print invitations

Which of the following is suitable to fill the blanks labelled P and Q respectively?

- 1) data source, master document
- 2) master document, data source
- 3) master document, thesaurus
- 4) thesaurus, master document

10. While editing a document using a word processing software, you decide to copy a selected part of the document to another document. Which of the following key combinations will enable you to carry out this task? (2019)

- 1) Ctrl + C followed by Ctrl + V
- 2) Ctrl + N followed by Ctrl + V
- 3) Ctrl + P followed by Ctrl + V
- 4) Ctrl + V followed by Ctrl + C

11. Which of the following is not a common feature of both word processing and electronic presentation software? (2019)

- 1) changing line space
- 2) find and replace
- 3) mail merge
- 4) spell checker

12. Saman has a collection of properly formatted documents prepared using Microsoft Word and Libre Office Writer. He needs to save those documents without any formatting in order to proof read. What would be the most suitable file extension type for this purpose? (2020)

- 1) .odt
- 2) .txt
- 3) .docx
- 4) .pdf