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

Windows Office 2013 Multiple Choice Answers

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Windows Office 2013 Multiple Choice Answers:

The O'Leary Series: Microsoft Office 2013 Linda O'Leary,Timothy O'Leary,2013-07-26 Timothy and Linda O Leary Microsoft Office 2013 A Case Approach Making Office Relevant Timothy and Linda O Leary and the Computer Information Technology Team at McGraw Hill Higher Education offer your students a fully integrated learning program with time tested quality and reliability Office 2013 A Case Approach offers a running case study throughout the text to help students understand the material in a consistent relevant environment Through the theme Making Office Relevant this text helps students understand why they need this course and skills Updated for Office 2013 student success is assured through clear step by step instruction plentiful screen captures and conceptual explanations Each lab designed to be covered in 1 hour of class time combines conceptual coverage with detailed software specific instructions The labs opens with a running case study that highlights real world applications of each software program and leads students from problem to solution The O Leary Series helps students learn specific applications skills along with skills that cross all Office applications which is especially important in mastering this version of Office The O Leary Series correlates with SIMnet Online McGraw Hill s online training and assessment program for Microsoft Office skills and basic computer concepts Projects however are 1 1 within the SIMgrader component and allow students to practice their skills live in the Office application to receive immediate feedback via autograding This integration with SIMnet helps meet the diverse needs of students and accommodate individual learning styles Additional textbook resources can be found on the text s Online Learning Center www mhhe com olearyoffice2013 For more information on O Leary Microsoft Office 2013 A Case Approach and SIMnet Online for Office 2013 please visit www simnetkeepitsimple com or contact your McGraw Hill representative **Microsoft Office Excel 2013 PivotTables** I.F.S. Harrison,2013-01-03 PivotTables will help you analyze summarize and pick apart your large spreadsheets fast Microsoft Office Excel 2013 has many new features to take advantage of like Recommended PivotTables and Timelines Are you new to PivotTables This eBook will walk you through the ins and outs Have you been using PivotTables for a while Learn tips tricks and the latest features Purchase your copy today Don t have Microsoft Office Excel 2013 No Problem Many exercises are applicable to PivotTables in Excel 2010 as well **Office 2013 On Demand** Steve Johnson,Perspection Inc.,2013-01-17 Normal 0 false false false MicrosoftInternetExplorer4 Need answers quickly Office 2013 on Demand provides those answers in a visual step by step format We will show you exactly what to do through lots of full color illustrations and easy to follow instructions Inside the Book Office Organize information and add impact with online pictures and video SmartArt diagrams tables and charts Word Create great looking documents using themes templates and video Excel Use organizing processing and presenting tools to quickly create data tables and charts PowerPoint Create powerful presentations faster using ready made design templates and themes Access Use full featured templates and application parts to create desktop and web app databases Outlook Use tools for creating and managing your e mail calendar contacts and

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