SN	CRSCODE	QUESTION	OPTION A	OPTION B	OPTION C	OPTION D	ANS
1	BED111	Selecting a text means, selecting?	a word	an entire sentence	whole document	any of the listed	D
2	BED111	MS-Word automatically moves the text to the next line when it reaches the right edge of the screen and is called?	Carriage Return	Enter	Word Wrap	non of the listed	C
3	BED111	By default, on which page is the header or the footer printed?	on first page	an alternate page	on every page	none of the options	D
4	BED111	Which menu in MSWord can be used to change the character size and typeface?	view	tools	format	data	C

5	BED111	A word processor would most likely be used to -------	keep an account of money spent	do a computer search in media center	maintain an inventory	type a biography	D
6	BED111	Which of these toolbars allows changing of Fonts and their sizes?	Standard	Formatting	Print Preview	None of the options	B
7	BED111	AutoCorrect was originally designed to replace ----- words as you type.	short, repetitive	grammatically incorrect	misspelled	none of the options	C
8	BED111	Which shortcut key is used to spell check in MS-Word	F1	F2	F7	F9	C
9	BED111	Why headers and footers used in MS -Word	To enhance the overall appearance of the document	To mark the starting of a page	To make large document more readable	To allow page headers and footers to appear on document when it is printed	D

10	BED111	In MS-Word shortcut SHIFT+DELETE is used to	Delete the selected item permanently without placing the item in the Recycle Bin	Copy the selected item	Rename the selected item	Create a shortcut to the selected item	A

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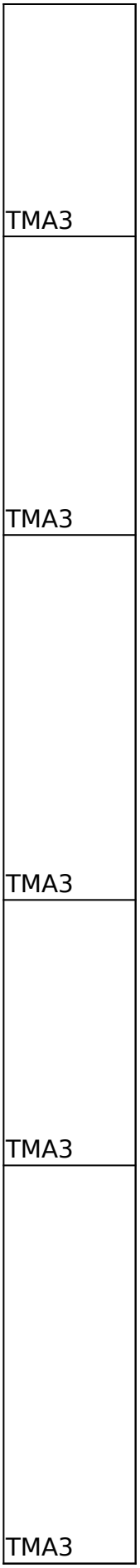
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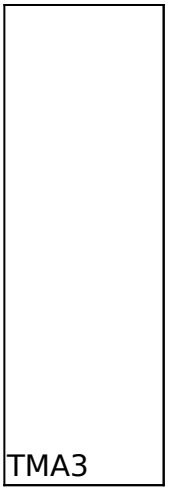
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