

Q2. The Word Pad is a _____ software.

- A. Text Editor B. Word Processing C. Painting D. None of these.

Q3. Which of the following can be done using Word Pad ?

- A. Doing homework B. Writing poem C. Preparing reports D. All of these.

Q4. Which of the following features is not a part of Word Pad ?

- A. Font size B. Font family
C. Paint tool D. Word Pad button

Q5. Which of the following keys are pressed to open a new document ?

- A. Ctrl + S B. Ctrl + N C. Ctrl + O D. Ctrl + P

Q6. To exit from the Word Pad, Click on the _____ option.

- A. Save
B. Copy
C. Exit
D. None of these.

Q7. Where is the document's name displayed in Word Pad ?

- A. Quick Access Bar B. Title Bar C. Status Bar D. None of these.

Q8. _____ feature removes the item from its current location and places it in the Clipboard.

- A. Copy B. Cut C. Paste D. Undo

Q9. A _____ is a memory location in the RAM of the computer where any cut or copied items can temporarily stored.

- A. White board B. Clipboard C. Recycle Bin D. None of these.

- A. Calibri
B. Arial
C. Bookman Old Style
D. Algerian

Q11. What makes the text appear darker in Word Pad ?

- A. Underline B. Italic C. Bold D. Justify

Q12. Which of the following is used to select the entire document text

- A. Shift + End
- B. Ctrl + A
- C. Shift + Home
- D. Shift + End

Q13. With which part of the computer the cord of mouse is attached ?

- A. C.P.U
- B. Monitor
- C. Printer
- D. Keyboard

Q14. Which of the following is the extension of Word Pad file ?

- A. .DOCX
- B. .TXT
- C. .PPT
- D. . RTF

Q15. Which of the following group is used to create list in Word Pad .

- A. Illustration
- B. Paragraph
- C. Insert
- D. None of these.

Q16. To open Word Pad Click on _____ button.

- A. Start
- B. Watch
- C. Home
- D. Exit