SHIV COMPUTER INSTITUTE

Notepad

1. Which menu bar is not found in Notepad?
a) **Insert**   b) Help   c) View   d) File

2. Can we change a character or a word's font size in Notepad?
a) Yes   b) **No**   c) May be   d) Can't say

3. How many groups are in the Page Setup option in Notepad?
a) **6**   b) 3   c) 4   d) 7

4. How many menus are available in Notepad?
a) 2   b) 4   c) 3   d) **5**

5. How many scroll bars are available in the Notepad?
a) 7   b) 5   c) 3   d) **2**

6. How many types of find direction in the Notepad?
a) 5   b) 4   c) 3   d) **2**

7. How many types of margin in the Notepad?
a) 2   b) 3   c) **4**   d) 7

8. If a sentence is flowing out of screen in notepad then which option is not active?
a) **Word Wrap**   b) Orientation   c) Alignment   d) All of these

9. If the page orientation in Notepad is horizontal, they are in _____.
a) **Landscape**   b) Potrait   c) Both A and B   d) None of these

10. If the sentence is flowing out of the screen in Notepad then which option is not active?
a) Spell Check   b) Scroll Bar   c) Font Size   d) **Wordwrap**

11. In Notepad if page orientation in Horizontal then they are in _____
a) **Landscape**   b) Portrait   c) Both   d) None of these

12. In Notepad if page orientation in Vertical then they are in _____
a) Landscape   b) **Portrait**   c) Both   d) None of these

13. Notepad is a software of _____ Operating System?
a) DOS   b) Linux   c) **Windows**   d) None of above

14. Notepad is a _____?
a) **Application software**   b) System software
c) Both   d) None of above

15. The extension of a Notepad file is?
a) .jpeg   b) .not   c) **.txt**   d) .doc

16. What is default margin unit in the Notepad?

a) cm   b) **inch**   c) mm   d) feet

17. What is the default file name in the Notepad?
a) Document1   b) Untitled1   c) Book1   d) **Untitled**

18. What is the default left & right margin in the Notepad?
a) 1.75 Inch   b) **0.75 Inch**   c) 1 Inch   d) 1.25 Inch

19. What is the default paper Orientation in Notepad?
a) Landscape   b) **Potrait**   c) Both A and B   d) None of these

20. What is the default paper size in Notepad?
a) A3   b) **Letter**   c) A4   d) A5

21. What is the shortcut for Increase Indent in Notepad?
a) **Ctrl + I**   b) Ctrl + G   c) Ctrl +Shift + G   d) Both A and B

22. What is the shortcut key of Delete?
a) **Del (DELETE)**   b) Ctrl + Del (DELETE)
c) Alt + Del (DELETE)   d) Both A and B

23. What is the shortcut key of Remove text from right to left?
a) Ctrl + Shift + L   b) **Backspace**
c) Delete   d) Ctrl + Shift + H

24. What is the shortcut key to Exit in Notepad?
a) Ctrl + F4   b) **Alt + F4**   c) Both A and B   d) None of these

25. What is the use of Esc button in Notepad?
a) **Cancel**   b) Exit   c) Both A and B   d) None of these

26. What is the Zooming Scale Range in Notepad?
a) 100   b) 200   c) 300   d) **None of these**

27. What should be clicked to open a previously saved file while working with Notepad application?
a) Save as   b) **Open**   c) Exit   d) New

28. When was Notepad made?
a) 1982   b) **1983**   c) 1986   d) 1984

29. Which font style is not available in Notepad?
a) Bold   b) Italic   c) **Underline**   d) Regular

30. Which is shortcut key is used to copy in Notepad?
a) **Ctrl + C**   b) Ctrl + P   c) Ctrl + N   d) Ctrl + O

31. Which menu in Notepad has only two options, word wrap and font?
a) View   b) Edit   c) **Format**   d) File

32. Which of the following command available in Format tab?
a) Font   b) Word Wrap   c) **A and B both**   d) None of these

33. Which one is not found in Notepad?
a) **Font Color**   b) Status Bar   c) Menu Bar   d) Control Buttons

34. Which one of the following is the correct way to open the notepad application?
a) Click on Windows button > All apps > Notepad > Ok / Enter
b) Click on Windows button > Windows accessories > Notepad > Ok / Enter
c) **Click on Windows button > All apps > Windows accessories > Notepad > Ok / Enter**
d) Click on Search button > All apps > Windows accessories > Notepad > Ok / Enter

35. Which option is used to create a duplicate file?
a) Save   b) Print   c) Export   d) **Save As**

36. Which shortcut key is used for Undo a work in notepad?
a) Ctrl + A   b) Ctrl + X   c) **Ctrl + Z**   d) Ctrl + C

37. Which shortcut key is used to "Go to" in Notepad?
a) Ctrl + H   b) Ctrl + F   c) **Ctrl + G**   d) F5

38. Which shortcut key is used to create a new file in Notepad?
a) Ctrl + C   b) Ctrl + O   c) Ctrl + P   d) **Ctrl + N**

39. Which shortcut key is used to cut text?
a) **Ctrl + X**   b) Ctrl + A   c) Ctrl + Z   d) Ctrl + S

40. Which shortcut key is used to insert Time/Date?
a) F2   b) F4   c) **F5**   d) F6

41. Which shortcut key is used to open a new file in Notepad?
a) Ctrl + O   b) **Ctrl + N**   c) Ctrl + C   d) None of these

42. Which shortcut key is used to open the saved file in Notepad?
a) **Ctrl + O**   b) Ctrl + D   c) Ctrl + S   d) Ctrl + F

43. Which shortcut key is used to print the document in notepad?
a) Ctrl + O   b) Ctrl + N   c) Ctrl + S   d) **Ctrl + P**

44. Which shortcut key is used to replace in Notepad?
a) Ctrl + G   b) Ctrl + F   c) F5   d) **Ctrl + H**

45. Which shortcut key is used to save the file in Notepad?
a) **Ctrl + S**   b) Ctrl + X   c) Ctrl + A   d) Ctrl + V

46. Which shortcut key is used to select all the documents in Notepad?
a) Ctrl + S   b) Ctrl + D   c) Ctrl + C   d) **Ctrl + A**

47. Which shortcut key is used to "Find Next" in Notepad?
a) F2   b) **F3**   c) F4   d) F5

48. Which would you choose to save the document with a new name?
a) Click File -> Save   b) **Click File -> Save As**
c) Click Home -> Save As   d) Click Edit-> Save As

49. Who made Notepad?
a) **Richard Brodie**   b) Ray Millions   c) Larry Page   d) Sergin Bin

50. You can use _____ to copy selected text, and _____ to paste it in document.
a) **Ctrl + C, Ctrl + V**   b) Ctrl + V, Ctrl + C
c) Ctrl + C, Ctrl + Y   d) Ctrl + X, Ctrl + V