

SHIV COMPUTER INSTITUTE

Question Bank 1st Edition

Wordpad

1. A toolbar that contains buttons used for performing common actions in WordPad such as opening, saving, or printing.

- a) **Quick Access Toolbar**
- b) Standard Toolbar
- c) Formatting Toolbar
- d) Menu Bar

2. How do you create a new blank document in WordPad?

- a) **File > New**
- b) Format > New
- c) Edit > New
- d) View > New

3. How many numbers of the Text Highlight color is present Wordpad?

- a) 10
- b) **15**
- c) 20
- d) 25

4. How many Text Highlight color is present?

- a) **15**
- b) 25
- c) 10
- d) 12

5. How many types of alignment are available in Wordpad?

- a) 1
- b) 2
- c) 3
- d) **4**

6. If you copy and cut the text in Wordpad they temporarily stored in _____.

- a) **Clipboard**
- b) Format Painter
- c) Hard Disk
- d) Footer

7. If you want to use another program inside the wordpad then which option will be use?

- a) **Insert Object**
- b) Font
- c) Paragraph
- d) Replace

8. In Wordpad .rtf stands for _____

- a) Rich Text File
- b) **Rich Text Format**
- c) Real Text File
- d) None of these

9. In Wordpad Home and View is called?

- a) Group
- b) **Tab**
- c) Alignment
- d) None of these

10. The shortcut key for Undo is?

- a) **Ctrl + Z**
- b) Ctrl + Y
- c) Ctrl + C
- d) Ctrl + V

11. This is a bar found at the top of the window which indicates the name of the program WordPad and the name of the document.

- a) **Title bar**
- b) Tool bar
- c) Menu bar
- d) Status bar

12. This turns the window into a button on the taskbar.

- a) Maximize Button
- b) **Minimize Button**
- c) Close Button
- d) Application Icon

13. To open WordPad, first click on _____.

- a) **Start Button**
- b) File
- c) Edit
- d) View

14. To print document, press _____ then press enter.

- a) Ctrl + W b) **Ctrl + P** c) Ctrl + N d) Ctrl + O

15. What is a Wordpad?

- a) **Text editor software** b) A web browser
c) A graphic design software d) A spreadsheet software

16. What is Maximum Zoom size in Wordpad?

- a) **500%** b) 400% c) 300% d) 200%

17. What is Minimum Zoom size in Wordpad?

- a) **10%** b) 5% c) 34% d) 100%

18. What is the default file extension of Wordpad?

- a) **.rtf** b) .pdf c) .docx d) .pptx

19. What is the default Font Style in Wordpad?

- a) Arial b) **Calibri** c) Times New Roman d) Bold

20. What is the shortcut key for special paste in wordpad?

- a) **Alt + Ctrl + V** b) Ctrl + V
c) Ctrl + Shift + V d) All of these

21. What is the use of Text Highlight Color in Wordpad?

- a) To make text bold b) To insert images
c) **Pick a color to highlight the text** d) To change font size

22. Which is the first Text Highlight Color in Wordpad?

- a) **Yellow** b) Green c) Red d) Black

23. Which keyboard shortcut is used to access Help menu in Wordpad?

- a) F2 b) **F1** c) F3 d) F5

24. Which menu in WordPad contains options for inserting objects like pictures and tables?

- a) File b) Edit c) **Insert** d) View

25. Which menu is used to alter the existing file name and location?

- a) **File** b) Edit c) View d) Home

26. Which of the following bar contains menus of commands you can use?

- a) **Menubar** b) Toolbar c) Text Area d) Titlebar

27. Which of the following is not a text formatting option in WordPad?

- a) Bold b) **Rotate** c) Underline d) Italic

28. Which of the following is not contained in Wordpad?

- a) Clipboard b) Paragraph c) Font d) **Image**

29. Which shortcut key is used to copy in Wordpad?

- a) Ctrl + N b) **Ctrl + C** c) Ctrl + P d) Ctrl + O

30. Which shortcut key is used to create a new file in Wordpad?

- a) Ctrl + O b) **Ctrl + N** c) Ctrl + P d) Ctrl + C

31. Which shortcut key is used to cut selected text in Wordpad?

- a) Ctrl + S b) Ctrl + A c) Ctrl + V d) **Ctrl + X**

32. Which shortcut key is used to open saved files in Wordpad?
a) Ctrl + N b) **Ctrl + O** c) Ctrl + P d) Ctrl + C
33. Which shortcut key is used to paste in Wordpad?
a) Ctrl + S b) Ctrl + X c) Ctrl + A d) **Ctrl + V**
34. Which shortcut key is used to Print file in Wordpad?
a) Ctrl + O b) Ctrl + N c) Ctrl + C d) **Ctrl + P**
35. Which shortcut key is used to save the file in Wordpad?
a) Ctrl + A b) Ctrl + V c) Ctrl + X d) **Ctrl + S**
36. Which shortcut key is used to Select All in Wordpad?
a) Ctrl + S b) Ctrl + X c) Ctrl + V d) **Ctrl + A**
37. Which shortcut key is used to select all text in Wordpad?
a) **Ctrl + A** b) Ctrl + S c) Ctrl + N d) Ctrl + D
38. WordPad not contain this item of the group:
a) Clipboard b) Font c) Paragraph d) **Image**
39. _____ key is used to erase characters.
a) **Delete** b) Shift c) Caps Lock d) Ctrl