

22 Lecture - CS101

Important Mcqs

1. Which of the following is an example of a word-processing document?

- a. Spreadsheet
- b. Presentation
- c. Memo
- d. Database

Answer: c. Memo

2. What does word-processing software allow users to do?

- a. Edit audio files
- b. Create websites
- c. Format text documents
- d. Create animations

Answer: c. Format text documents

3. Which of the following is a common file format for word-processing documents?

- a. .docx
- b. .pptx
- c. .xlsx
- d. .pdf

Answer: a. .docx

4. Which of the following is a potential drawback of word processing software?

- a. Easy collaboration
- b. Professional-looking documents
- c. Potential for errors
- d. Free of cost

Answer: c. Potential for errors

5. Which of the following is a formatting option available in word processing software?

- a. Animation
- b. Video
- c. Font selection
- d. Audio

Answer: c. Font selection

6. **Can multiple users collaborate on a single document using word processing software?**
- a. Yes
 - b. No
 - c. It depends on the software
 - d. Only for small documents

Answer: a. Yes

7. **What is the difference between spell check and grammar check in word processing software?**
- a. Spell check checks for grammatical errors, while grammar check checks for spelling errors.
 - b. Both check for spelling errors only.
 - c. Spell check checks for spelling errors, while grammar check checks for grammatical errors and inconsistencies.
 - d. Neither check for spelling or grammatical errors.

Answer: c. Spell check checks for spelling errors, while grammar check checks for grammatical errors and inconsistencies.

8. **Which of the following is a potential benefit of word processing software?**
- a. Inability to copy and paste text
 - b. Limited formatting options
 - c. Easy collaboration
 - d. Inability to save documents in different file formats

Answer: c. Easy collaboration

9. **What are some common uses for word processing software?**
- a. Creating websites
 - b. Editing videos
 - c. Creating spreadsheets
 - d. Creating letters and reports

Answer: d. Creating letters and reports

10. **Is word processing software easy to use?**
- a. Yes, it is very difficult to use
 - b. No, it is very easy to use
 - c. It depends on the software and the user's level of experience. It depends on the user's typing speed

Answer: c. It depends on the software and the user's level of experience