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