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

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