1. Formatting of text is an example of text processing?

a. True   b. False

2. Insertion point shows where the typed text will appear.

a. True   b. False

3. A word processor automatically wraps any text extending beyond the right margin, the next line.

a. True   b. False

4. The _____ facility enable you to print a large number of letters/ documents with similar text.

5. _____ bar located at the top of the screen.

6. _____ toolbar consists of tools frequently used for formatting document.

7. _____ toolbar consists of most frequently used commands and utilities.

8. _____ bar allows to format the vertical alignment of text in a document.

9. _____ bar displays information which includes page numbers, columns, and line number.

10. _____ are used to view different areas of the active window.

11. The _____ is the area in the document window where in you enter the text of your document.

12. The _____ shows the document in a way it will appear online.

13. Full form for WYSIWYG _____

14. Shortcut key for non-printing characters _____

15. The distance from the text to the paper edge is called _____

16. Full form for OLE_____

17. _____ is the extra space inside the margins to ease up binding.

18. The distance between text boundaries and page margins is called _____

19. _____ indent where the text start little inward to the left margin.

20. _____ indent where the text is little inward from the first line of the text.