ICT – Word Processing Essentials Questions With All Correct & Verified Answers

accessibility   Correct answer-can easily use it or obtain it

cloud computing   Correct answer-the practice of using a network of remote servers hosted on the Internet to store, manage, and process data, rather than a local server or a personal computer.

document   Correct answer-a written or printed record that gives information or proof

file   Correct answer-A document that is stored on your computer.

template   Correct answer-A document that contains formatting, styles, and sample text that you can use to create new documents.

toolbar   Correct answer-A set of icons or buttons displayed horizontally or vertically on the screen that can be used to issue commands to the computer

word processor   Correct answer-A computer application used to create, modify, print, and e-mail documents.

formatting   Correct answer-changing the layout of a document page or the design of text

Header   Correct answer-text that is printed at the top of each page

footer   Correct answer-text appearing at the bottom of each page, separate from the main body of a text

add-ons   Correct answer-Programs that provide additional functionality to Web browsers.

copy shortcut   Correct answer-Ctrl + C

margins   Correct answer-The blank borders that occupy the top, bottom, and sides of a document.

paste shortcut   Correct answer-Ctrl + V

word count   Correct answer-Find out number of words, characters, paragraphs and lines in a document. You can also find this on the status bar.

citation   Correct answer-A note, inserted into the text of a research paper that refers the reader to a source in the bibliography

format   Correct answer-To change the appearance or look of text.

portrait orientation   Correct answer-A page layout in which documents are printed across the width of a page, making the page taller than it is wide

landscape orientation   Correct answer-A page layout in which documents are printed across the length of a page, making the page wider than it is tall

Essentials Of Information Processing

Yi-Tong Ma

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