

TYPICAL WORD PROCESSING QUESTIONS AND ANSWERS

QUESTION

Eilidh is a secretary for Cairnballoch Cars. She has been asked to prepare a letter to be sent out to customers notifying them that their vehicles are due to be booked in for a service.

As the customer letters contain similar information, she uses standard paragraphs to help her prepare the letters. What is a standard paragraph?

A piece of text which has been saved and which can be used over and over again in different documents.

QUESTION

Eilidh has used the spell check feature of her word processor. Explain how a spell checker works.

A spellcheck works by checking the words in the document with the words in its dictionary. It highlights those words not in the dictionary and suggests alternatives.

QUESTION

Text entered into the word processor will automatically flow from one line to the next. Name the function of the word processor that does this.

Word wrap

QUESTION

Eilidh has finished typing the letter. Print Preview shows that it is more than one page long. State **two** way in which the letter could be made to fit on one page.

- Alter margin size
- Decrease font size
- Change font

Questions Answers On Word Processing

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Questions & Answers on Word Processing Peter McWilliams,1983 **IIBF-JAIIB Practice Question Bank 3 Books**
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realize The details include flow charts and pseudo code for readers to implement Socrates Digital in a general purpose programming language The completion of the design and development process results in a Socrates Digital system that leverages artificial intelligence services from providers that include Apple Microsoft Google IBM and Amazon In addition an appendix provides a demonstration of a no code implementation of Socrates Digital in Microsoft Power Virtual Agent

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Questions Answers On Word Processing Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Questions Answers On Word Processing**," published by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound affect our existence. Throughout this critique, we shall delve in to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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