



-- ये 50 MCQs - हिंदी और अंग्रेजी में न कि सिर्फ CCC के लिए ये O Level IT Tools and other computer based Competitive Exams के लिए भी हैं।

Website - <https://www.onwebsharmag.com/> से भी Quiz लगा सकते हैं।

1. What is LibreOffice?

- (A) It is a free and open source office suite
- (B) It is a fully-featured office suite
- (C) It is based on StarOffice
- (D) All of the above

2. Which of the following application is included in LibreOffice?

- (A) LibreOffice Writer
- (B) LibreOffice Impress
- (C) LibreOffice Calc
- (D) All of the above

3. Which application is used to creating letters, reports, newsletters, brochures etc.?

- (A) LibreOffice Calc
- (B) LibreOffice Writer
- (C) LibreOffice Draw
- (D) LibreOffice Impress

4. Which of the following is a Word Processor?

- (A) LibreOffice Writer
- (B) Microsoft Word
- (C) Corel WordPerfect
- (D) All of the above

5. The default font style of LibreOffice Writer is

- (A) Times
- (B) Liberation Serif
- (C) Cambria

(D) Lucida Sans

6. Arial, Calibri, Liberation Serif are example of

(A) Font Style

(B) Font Size

(C) Font Alignment

(D) None of the above

7. It is located on the top of the window and just below the Title bar.

(A) Menu bar

(B) Toolbar

(C) Status bar

(D) None Above

8. This is a kinds of Toolbars except one

(A) Tab

(B) Docked

(C) Floating

(D) Tear-off

(tick, Coupon, tickets)

9. Which file extension is used to save the text document in LibreOffice Writer.

(A).doc

(B).docx

(C).odt

(D).odx

10. Which type of file Format is used by the LibreOffice applications?

(A) docx

(B).xlsx

(C) ODF

(D).pptx

11. LibreOffice is a free and open-source office software suite and a project of

(A) Microsoft Corporation

(B) The Document Foundation

(C) Corel Corporation

(D) Google Inc

12. How many files path link are store in "Recent Documents" command?

(A) 10

(B) 15

(C) 20

(D) 25

13. Which does not appear in the LibreOffice Writer status bar?

(A) Total characters

(B) Number of words

(C) Computer Name

(D) Current page number

14. When creating a table in Writer, how many rows and columns are there by default?

(A) 1

(B) 2

(C) 3

(D) 4

15. LibreOffice is used in.....

(A) Linux, Windows

(B) FreeBSD, OpenBSD

(C) MacOS, Android

(D) All of the above

16. What is the maximum custom font size in LibreOffice Writer?

(A) 800

(B) 800.9

(C) 999.9

(D) 100.9

17. What is the minimum custom font size' in LibreOffice Writer?

(A) 1

(B) 2

(C) 3

(D) 4

18. What is the shortcut key to bullet off in LibreOffice Writer?

- (A) F12
- (B) Shift + F12
- (C) Ctrl + F12
- (D) None of these

19. Which of the following is the derivative of LibreOffice versions?

- (A) EuroOffice
- (B) OxOffice
- (C) NeoOffice
- (D) All of the above

20. This is a element of Writer window.

- (A) Drawing Toolbar
- (B) Formatting Toolbar
- (C) Status Bar
- (D) All of the above

21. Which key is used to activate Formula Bar in LibreOffice Writer?

- (A) Alt+F2
- (B) F2
- (C) F4
- (D) Ctrl+F2

22. Minimum & maximum zoom in Writer is

- (A) 20% and 500%
- (B) 10% and 500%
- (C) 20% and 600%
- (D) 10% and 600%

23. Which views are available on status bar?

- (A) Single-Page
- (B) Multiple-Page
- (C) Book View
- (D) All of the above

24. The default writer open in.. ...view.

- (A) Normal
- (B) Web Layout

- (C) Print Layout
- (D) Reading Mode

25. In Writer, text style, font, font size and paragraph alignment, line spacing of your current document is display at...

- (A) Formatting Toolbar
- (B) Sidebar Deck
- (C) Both A and B
- (D) None of the above

26. Which feature of LibreOffice Writer is equal to Format Painter of MS Word.

- (A) Clone Formatting
- (B) Format Painter
- (C) Clone Painter
- (D) None of the above

27. Which command of LibreOffice Writer is used for removing formatting?

- (A) Clear Direct Formatting
- (B) Clear Formatting
- (C) Formatting
- (D) Delete Formatting

28. Which commands or icons available on standard toolbar of LibreOffice Writer?

- (A) New, Open, Save, Print, Print Preview
- (B) Cut, Copy, Paste, Clone Formatting
- (C) Find & Replace, Check Spelling
- (D) All of the above

29. What is the new style shortcut key in LibreOffice Writer?

- (A) Alt+F11
- (B) Shift + F11
- (C) Ctrl + F11
- (D) None of these

30. Auto Text and AutoCorrect are.....tools.

- (A) Styling
- (B) Designing

- (C) Editing
- (D) Formatting

31. Footnote and Endnote is used for

- (A) Reference
- (B) Information
- (C) List
- (D) Point

32. Which key is used to change case of text?

- (A) F2
- (B) F3
- (C) Shift+F2
- (D) Shift+F3

33. Which of the following is used to correct typing text automatically?

- (A) Auto check
- (B) AutoCorrect
- (C) Auto summarize
- (D) None of the Above

34. Which command is used to save the current document in another location or name?

- (A) Save
- (B) Save As
- (C) A and B both
- (D) None Above

35. Which is used to link another location or website in current document?

- (A) Link
- (B) Hyperlink
- (C) Hypolink
- (D) Linkage

36. Which of the following statement is TRUE?

- (A) Header/Footer can be different
- (B) Different page no. can be different sections
- (C) First page can be different to another pages
- (D) All of the above

37. Which command is used to manage the space between paragraph and lines?

- (A) Line
- (B) Paragraph
- (C) Set Line Spacing
- (D) All of the above

38. This is the example of subscript.

- (A) X_2
- (C) X^2
- (B) X_2
- (D) All of the above

39. When you press tab key, cursor move.....

- (A) 1.0"
- (B) 0.7"
- (C) 0.5"
- (D) 0.2"

40. What is the default margin in LibreOffice Writer?

- (A) 1
- (B) 2
- (C).50
- (D).75

41. Which of the following line spacing is valid?

- (A) Fixed
- (B) Leading
- (C) Proportional
- (D) All of the above

42. Which line spacing is invalid?

- (A) Single
- (B) Double
- (C) Triple
- (D) Multiple

43. The default font size in Writer is.

- (A) 10

(B) 11

(C) 12

(D) 13

44. Bold, Italic, Regular are known as

(A) Font styles

(B) Font effects

(C) WordArt

(D) Text effects

45. We can show the record of table graphically through

(A) Table

(B) Formula

(C) Chart

(D) None above

46. Which is not a text alignment?

(A) Left, Right

(B) Top

(C) Center

(D) Justify

47. The default name of Writer's document is

(A) Untitled 1

(B) Document1

(C) Page1

(D) None of the above

48. Which of the following is used to view the preview before printing a document?

(A) Print

(B) Page Preview

(C) Print Preview

(D) Printer Setting

49. Which of the following statement is False?

(A) F7 is used for Spell checking

(B) Ctrl+S is used to save current document

(C) F1 key is used to getting the help

(D) F4 key is used for close Program

50. With the help of , first letter of paragraph can be larger than other characters?

(A) First Big

(B) Drop Cap

(C) First Character

(D) None Above

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