

5/8/2020
WEDNESDAY

ICT

STD - X
class - 07

Questions and Answers

1. Which one of the following specialities is used by the computer to include heading and subheading in an index table using word processor?

a) color of heading and subheadings

b) size of heading and subheadings

c) styles of heading and subheadings

d) indent of heading and subheadings

Ans) c) styles of heading and subheadings

2. The tool used for applying the format of a given text or an object to another one is :

a) clear Formatting tool

b) clone Formatting tool

c) Text Formatting tool

d) styles and Formatting tool

Ans) b) clone Formatting tool

3. Which among the following are the two procedures used for mail merge facility?

a) Prepared documents and letters

b) Libre Office Impress Software

c) Two or more computers networked

d) Table which includes address or other necessary information

Ans) a, d