BED112

Question: In order to delete my page number, click on ... and select the number and press the delete key

Answer: header and footer

Question: There are two types of orientation namely portrait and â€|â€|

Answer: landscape

Question: In Ms Word, pictures can be inerted from â€|. or use drawing tools to create it

Answer: Clip Art

Question: â€|. is the process through which Microsoft tools like Draw, AutoShape, WordArt etc are used to make our documents more presentable

Answer: Enhancement of documents

Question: â€| and Bullets are used for emphasis or itemization

Answer: Numbers

Question: What is the normal font size in typing reports for visibility?

Answer: 12

Question: What is the normal line spacing in typing reports?

Answer: double

Question: When you want to create newspaper-style columns, such as those that appear in newsletters and brochures, configure Word to format your text with â€|

Answer: multiple columns

Question: There are two types of numbering, ... and numbering within the body of a document

Answer: Page numbering

Question: Why is it important to provide double or two and half or treble line spacing in typing a draft?

Answer: For corrections

[BED112] Official letters ends with \_\_\_\_\_\_\_

Salutation

[BED112] Which of the following is not a type of letters?

Photoscript

[BED112] Business letter starts with \_\_\_\_\_

Reference

[BED112] In business letters, male person do not append the word

Miss

[BED112] All letters should be \_\_\_\_\_\_\_\_\_\_

Signed

[BED112] Which of following is typed at the foot of a letter

Postscripts

[BED112] All letters must be \_\_\_\_\_\_

Dated

[BED112] Business letters always go with \_\_\_\_\_\_ enclosure

One

[BED112] Which of the following providers security for letters

Registered

[BED112] Which of the following is not a part of letter?

Discussion

[BED112] A tranfer data from computer to paper

Printer

[BED112] When the salutation in Dear Miss, the end would be \_\_\_\_\_

Yours sincerely

[BED112] The most commonly used business letters the world is \_\_\_\_\_ style

Blocked

[BED112] The monitor displays information in \_\_\_\_\_\_\_ form

Visual

[BED112] The \_\_\_\_\_\_\_\_ of a computer is the same as that of a typewriter

keyboard

[BED112] When the salutation reads Sir(s) the end would be \_\_\_\_\_\_\_

Yours faithfully

[BED112] memoriadum is commonly used

Within the organisation

[BED112] Memoadum is also refered to as

Memo

[BED112] Which of the following comes first

to

[BED112] Which of the following involves locating the larger words

Tabulatron

======

BED112

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1. In a body of the letter, you leave \_\_\_\_ spaces after the heading

Three

--->> Two

Four

Five

2. Use \_\_\_\_\_\_ line spacing in letters

Double

Semi-double

Semi-single

--->> Single

3. In letters, you type in capital letter with \_\_\_\_\_\_

Underscore

--->> No underscored

Partial underscore

Margin undercsore

4. In a blocked letter complimental closed is typed at \_\_\_\_\_\_\_

--->> Left hand margin

Right hand margin

Left and right margin

Middleline

5. Ed means \_\_\_\_\_\_

--->> Enclosure

Enclave

Encline

Encliff

6. Our ref means \_\_\_\_\_\_\_\_\_

Our referee

--->> Our reference

Our refund

Our refined

7. Our ref is typed at \_\_\_\_\_\_\_\_

--->> Right hand side

Left hand side

Middle

Far margin

8. The writer uses \_\_\_\_\_\_\_\_

--->> Our refer

Your ref

Don't ref

After ref

9. Bolding is synonymous with \_\_\_\_\_\_\_\_\_\_

Understanding

--->> Underscore

Underspacing

Underperfection

10. For the attertion of most business letter are addresed to the

Individual

--->> Firm

Person

Location

We practice \_\_\_\_\_ for easy mastering

(A) Tasks

General form of originating summons is \_\_\_\_\_\_\_ document

(A) Legal

Page numbering should be at \_\_\_\_\_\_

(A) Footer

The first stage of typed document is termed \_\_\_\_\_\_\_

(B) Draft

Speeches and report typing should carry \_\_\_\_\_\_

(B) Title

In speeches and report typing, the standard front is \_\_\_\_\_\_

(D) 14

In typing report, you need to \_\_\_\_\_\_ words the need empharis

(A) Italize

The uniquess of every typed work is \_\_\_\_\_\_\_ manner

(C) Display

In typing speeches use \_\_\_\_\_\_\_ spacing

(B) Single line spacing

Use \_\_\_\_\_\_ to adjust the size of a row

(B) Mouse

Each row and column intersection is known as \_\_\_\_\_\_

(A) Cell

Mail marging has to do with \_\_\_\_\_\_\_\_

(A) Single instruction

We used tab for \_\_\_\_\_\_\_\_

(C) Next cell

The biggest key in keyboard is \_\_\_\_\_\_\_

(A) Space bar

When creating your first table, press \_\_\_\_\_\_

(A) Enter to

You can set the tab by \_\_\_\_\_\_\_\_ on the ruler directly

(B) Clicking

Marging mails enhances \_\_\_\_\_\_\_\_\_\_\_

(C) Fastness

E-mail is an \_\_\_\_\_\_\_\_\_\_

(B) Electronic mail

The standard paper for report is \_\_\_\_\_\_

(C) A4

Numeric keys are found in the \_\_\_\_\_\_\_\_ keyboard

(D) Numeric

Ed means \_\_\_\_\_\_

(A) Enclosure

In letters, you type in capital letter with \_\_\_\_\_\_

(B) No underscored