



Notepad

- Which menu bar is not found in Notepad?
a) **Insert** b) Help c) View d) File
- Can we change a character or a word's font size in Notepad?
a) Yes b) **No** c) May be d) Can't say
- How many groups are in the Page Setup option in Notepad?
a) **6** b) 3 c) 4 d) 7
- How many menus are available in Notepad?
a) 2 b) 4 c) 3 d) **5**
- How many scroll bars are available in the Notepad?
a) 7 b) 5 c) 3 d) **2**
- How many types of find direction in the Notepad?
a) 5 b) 4 c) 3 d) **2**
- How many types of margin in the Notepad?
a) 2 b) 3 c) **4** d) 7
- If a sentence is flowing out of screen in notepad then which option is not active?
a) **Word Wrap** b) Orientation c) Alignment d) All of these
- If the page orientation in Notepad is horizontal, they are in _____.
a) **Landscape** b) Potrait c) Both A and B d) None of these
- If the sentence is flowing out of the screen in Notepad then which option is not active?
a) Spell Check b) Scroll Bar c) Font Size d) **Wordwrap**
- In Notepad if page orientation in Horizontal then they are in _____.
a) **Landscape** b) Portrait c) Both d) None of these
- In Notepad if page orientation in Vertical then they are in _____.
a) Landscape b) **Portrait** c) Both d) None of these
- Notepad is a software of _____ Operating System?
a) DOS b) Linux c) **Windows** d) None of above
- Notepad is a _____?
a) **Application software** b) System software
c) Both d) None of above
- The extension of a Notepad file is?
a) .jpeg b) .not c) **.txt** d) .doc
- What is default margin unit in the Notepad?

- a) cm b) **inch** c) mm d) feet
- 17. What is the default file name in the Notepad?**
a) Document1 b) Untitled1 c) Book1 d) **Untitled**
- 18. What is the default left & right margin in the Notepad?**
a) 1.75 Inch b) **0.75 Inch** c) 1 Inch d) 1.25 Inch
- 19. What is the default paper Orientation in Notepad?**
a) Landscape b) **Portrait** c) Both A and B d) None of these
- 20. What is the default paper size in Notepad?**
a) A3 b) **Letter** c) A4 d) A5
- 21. What is the shortcut for Increase Indent in Notepad?**
a) **Ctrl + I** b) Ctrl + G c) Ctrl + Shift + G d) Both A and B
- 22. What is the shortcut key of Delete?**
a) **Del (DELETE)** b) Ctrl + Del (DELETE)
c) Alt + Del (DELETE) d) Both A and B
- 23. What is the shortcut key of Remove text from right to left?**
a) Ctrl + Shift + L b) **Backspace**
c) Delete d) Ctrl + Shift + H
- 24. What is the shortcut key to Exit in Notepad?**
a) Ctrl + F4 b) **Alt + F4** c) Both A and B d) None of these
- 25. What is the use of Esc button in Notepad?**
a) **Cancel** b) Exit c) Both A and B d) None of these
- 26. What is the Zooming Scale Range in Notepad?**
a) 100 b) 200 c) 300 d) **None of these**
- 27. What should be clicked to open a previously saved file while working with Notepad application?**
a) Save as b) **Open** c) Exit d) New
- 28. When was Notepad made?**
a) 1982 b) **1983** c) 1986 d) 1984
- 29. Which font style is not available in Notepad?**
a) Bold b) Italic c) **Underline** d) Regular
- 30. Which is shortcut key is used to copy in Notepad?**
a) **Ctrl + C** b) Ctrl + P c) Ctrl + N d) Ctrl + O
- 31. Which menu in Notepad has only two options, word wrap and font?**
a) View b) Edit c) **Format** d) File
- 32. Which of the following command available in Format tab?**
a) Font b) Word Wrap c) **A and B both** d) None of these
- 33. Which one is not found in Notepad?**
a) **Font Color** b) Status Bar c) Menu Bar d) Control Buttons

34. Which one of the following is the correct way to open the notepad application?
a) Click on Windows button > All apps > Notepad > Ok / Enter
b) Click on Windows button > Windows accessories > Notepad > Ok / Enter
c) **Click on Windows button > All apps > Windows accessories > Notepad > Ok / Enter**
d) Click on Search button > All apps > Windows accessories > Notepad > Ok / Enter
35. Which option is used to create a duplicate file?
a) Save b) Print c) Export d) **Save As**
36. Which shortcut key is used for Undo a work in notepad?
a) Ctrl + A b) Ctrl + X c) **Ctrl + Z** d) Ctrl + C
37. Which shortcut key is used to "Go to" in Notepad?
a) Ctrl + H b) Ctrl + F c) **Ctrl + G** d) F5
38. Which shortcut key is used to create a new file in Notepad?
a) Ctrl + C b) Ctrl + O c) Ctrl + P d) **Ctrl + N**
39. Which shortcut key is used to cut text?
a) **Ctrl + X** b) Ctrl + A c) Ctrl + Z d) Ctrl + S
40. Which shortcut key is used to insert Time/Date?
a) F2 b) F4 c) **F5** d) F6
41. Which shortcut key is used to open a new file in Notepad?
a) Ctrl + O b) **Ctrl + N** c) Ctrl + C d) None of these
42. Which shortcut key is used to open the saved file in Notepad?
a) **Ctrl + O** b) Ctrl + D c) Ctrl + S d) Ctrl + F
43. Which shortcut key is used to print the document in notepad?
a) Ctrl + O b) Ctrl + N c) Ctrl + S d) **Ctrl + P**
44. Which shortcut key is used to replace in Notepad?
a) Ctrl + G b) Ctrl + F c) F5 d) **Ctrl + H**
45. Which shortcut key is used to save the file in Notepad?
a) **Ctrl + S** b) Ctrl + X c) Ctrl + A d) Ctrl + V
46. Which shortcut key is used to select all the documents in Notepad?
a) Ctrl + S b) Ctrl + D c) Ctrl + C d) **Ctrl + A**
47. Which shortcut key is used to "Find Next" in Notepad?
a) F2 b) **F3** c) F4 d) F5
48. Which would you choose to save the document with a new name?
a) Click File -> Save b) **Click File -> Save As**
c) Click Home -> Save As d) Click Edit-> Save As
49. Who made Notepad?
a) **Richard Brodie** b) Ray Millions c) Larry Page d) Sergin Bin
50. You can use _____ to copy selected text, an _____ to paste it in document.
a) **Ctrl + C, Ctrl + V** b) Ctrl + V, Ctrl + C
c) Ctrl + C, Ctrl + Y d) Ctrl + X, Ctrl + V

Answer Key

1. **A** 2. **B** 3. **A** 4. **D** 5. **D** 6. **D** 7. **C** 8. **A** 9. **A** 10. **D** 11. **A** 12. **B** 13. **C** 14. **A** 15. **C** 16. **B** 17. **D** 18. **B** 19. **B**
20. **B** 21. **A** 22. **A** 23. **B** 24. **B** 25. **A** 26. **D** 27. **B** 28. **B** 29. **C** 30. **A** 31. **C** 32. **C** 33. **A** 34. **C** 35. **D** 36. **C**
37. **C** 38. **D** 39. **A** 40. **C** 41. **B** 42. **A** 43. **D** 44. **D** 45. **A** 46. **D** 47. **B** 48. **B** 49. **A** 50. **A**

