



STUDENT SUCCESS

By JS Dhanju

COMPUTER MCQ's

(For All Competitive Exams)

(RAILWAY, BANKING ,SSC ,UPPSC, POLICE CLERK PSSSB, PUDA, PPSC, FPSC, KPPSC, OTS, PTS, ARMY, NAVY, CSS, PMS, NTS, ISSB, CCC, LDC, COMPUTER OPERATOR | DATA ENTRY OPERATOR ETC.)

COMPLETE MS WORD

180+ MCQ's



PREVIOUS YEARS QUESTIONS BY STUDENT SUCCESS

Q 1. Which of the following is not valid version of MS Office?

- a) Office XP
- b) Office Vista**
- c) Office 2007
- d) None of above

Q 2. Which file starts MS Word?

- a) winword.exe**
- b) word.exe
- c) msword.exe
- d) word2003.exe



Q 3. Ms Word is an _____ software.

- a) Application**
- b) Compiler
- c) System
- d) Programming

Q 4. What is the default extension for all Word documents?

- a) .txt
- b) .word
- c) .wrd
- d) .docx**



Q 5. What is the shortcut key to open the Open dialog box?

- a) F12
- b) Shift F12
- c) Alt + F12
- d) Ctrl + F12**

Q 6. The F12 key is used to open

- a) Open dialog box
- b) Save dialog box
- c) Close dialog box
- d) Save As dialog box**



Q 7. In how many ways you can save a document?

- a) 3**
- b) 4**
- c) 5**
- d) 6**

1. File or Office
2. CTRL + S
3. F12 (Save As)

Q 8. Thesaurus tool in MS Word is used for:

- a) Spelling Suggestions**
- b) Synonyms words**
- c) Grammar Checking**
- d) Autocorrect Options**



Q 9. What is the default font used in MS Word 2016 document or above?

- a) Times New Roman
- b) Arial
- c) Calibri**
- d) Preeti

Q 10. What is the default font size of a new Word document based on Normal template in Word 2016 or above?

- a) 10 pt
- b) 11 pt**
- c) 12 pt
- d) None of above



Q 11. What is the smallest and largest font size available in Font Size tool on formatting toolbar?

- a) 8 and 72**
- b) 8 and 64**
- c) 12 and 64**
- d) None of above**

Q 12. The word wrap feature

- a) Automatically move text to the next line when necessary**
- b) Appears at the bottom of the document**
- c) Allows you to type over text**
- d) Is the short horizontal line**

Q 13. What is the shortcut for Spelling Check in MS Word document?

- a) F7**
- b) Shift + F7**
- c) Ctrl + F7**
- d) Alt + F7**

Q 14. What is the shortcut key you can press to create a copyright symbol?

- a) Alt + Ctrl + C**
- b) Alt + C**
- c) Ctrl + C**
- d) Ctrl + Shift + C**

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Q 15. What is the minimum number of rows and columns in MS Word Table?

- a) 1 and 1**
- b) 2 and 1**
- c) 2 and 2**
- d) None of above**

Q 16. What is maximum number of columns that can be inserted in MS Word Table?

- a) 35**
- b) 15**
- c) 63**
- d) 65**

Q 17. Portrait and Landscape are

- a) Page Orientation**
- b) Page Size
- c) Page Layout
- d) All of above

Q 18. What is the maximum number of lines you can set for a drop cap?

- a) 3
- b) 10**
- c) 15
- d) 20

Q 19. What is the default number of lines you can set of a drop cap?

- a) 3**
- b) 10
- c) 15
- d) 20

Q 20. How many different positions can you set for drop cap?

- a) 1**
- b) 2**
- c) 4
- d) 6

Q 21. Which feature do you use to create newspaper like document?

- a) Bullets and numbering
- b) Tables
- c) Columns**
- d) Tab Stops

Q 22. How many columns can you insert in a word document in maximum?

- a) 35
- b) 45**
- c) 55
- d) 65



Q 23. Which option in File pull-down menu is used to close a file in MS Word?

- a) New
- b) Quit
- c) Close**
- d) Exit

Q 24. What is the shortcut key to close Active document in Microsoft Word?

- a) Ctrl + F4**
- b) Shift + F4
- c) Ctrl + Shift + F4
- d) None of above



Q 25. You cannot close MS Word application by

- a) Choosing File menu then Exit submenu
- b) Press Alt + F4
- c) Click X button on the title bar
- d) From File menu choose Close submenu**

Q 26. Which would you choose to save a document with a new name?

- a) Press Ctrl + S
- b) Click File, Save
- c) Click Tools, Options, Save
- d) Click File, Save As**



Q 27. What is the shortcut key to open font dialog box?

- a) Ctrl + F
- b) Alt + Ctrl + F
- c) Ctrl + D**
- d) Ctrl + Shift + D

Q 28. What is the shortcut key for "Find and Replace" dialog box?

- a) Ctrl + P
- b) Ctrl + D
- c) Ctrl + G**
- d) None of above



Q 29. What is the shortcut key for "Subscript" the selected text?

- a) Ctrl + =
- b) Ctrl + -
- c) Ctrl + Shift + =
- d) Ctrl + Shift + -



Q 30. What is the shortcut key for "Superscript" the selected text?

- a) Ctrl + =
- b) Ctrl + -
- c) Ctrl + Shift + =
- d) Ctrl + Shift + -



A blue-bordered box containing the equation (a+b)², where the superscript 2 is smaller and positioned higher than the other characters.

Q 31. Ctrl + N

- a) Save document
- b) Open document
- c) **New document**
- d) Close document

FILE -> NEW

Q 32. By default, on which page header and footer is printed?

- a) On first page
- b) On alternate page
- c) **On every page**
- d) None of the above



Q 33. In Microsoft Word shortcut key CTRL + W is used to

- a) Open the print dialog box
- b) Update the current Web page
- c) Close the current window**
- d) None of above

Q 34. Graphics for word processor?

- a) Execute
- b) Highlight
- c) Clip art**
- d) Peripheral



Q 35. Ctrl + P shortcut is used to

- a) Open Paragraph Dialog Box
- b) Open Page Format Dialog Box
- c) Open Save Dialog Box
- d) Open Print Dialog Box**

Q 36. Ctrl + T shortcut is used for

- a) Hanging Indent**
- b) Left Indent
- c) Open Tabs Dialog Box
- d) Terminate all opened Dialog Box



Q 37. Which of the following is true regarding page orientation of a document?

- a) Page orientation can be changed at any time
- b) Page orientation of document determines by printer
- c) Page orientation must be set before start typing
- d) Page orientation of a document cannot be changed

Q 38. Where can you change the vertical alignment?

- a) Formatting Toolbar
- b) Paragraph dialog box
- c) Page Setup dialog box
- d) Standard toolbar



Q 39. Which key should be pressed to start new paragraph in MS Word?

- a) Down Cursor Key
- b) Enter**
- c) Shift + Enter
- d) Ctrl + Enter

Q 40. What is the functions of Ctrl + B in MS Word?

- a) It converts selected text into the next larger size of the same font
- b) It adds a line break to the document
- c) It makes the selected text bold**
- d) It applies Italic formatting to the selected text



Q 41. Background color or effects applied on a document is not visible in

- a) Web layout view
- b) Print layout view
- c) Reading view
- d) Print Preview**

Q 42. Columns dialog box can be opened from

- a) Format menu columns sub menu
- b) Double click on columns space in ruler
- c) Press Alt + O + C
- d) All of above**

Q 43. How can you break the current column and start a new column immediately?

- a) Press Ctrl + Shift + Enter**
- b) Alt + Enter**
- c) Ctrl + Enter**
- d) Press Alt + Shift + Enter**

Q44. Which of the following are word processing software?

- a) WordPerfect**
- b) Easy Word**
- c) MS Word**
- d) All of above**

45. Which of the following is not the part of standard office suite

- a) Word Processor
- b) Database
- c) Image Editor
- d) File Manager**

- ✓ Microsoft Word
- ✓ Microsoft Excel
- ✓ Microsoft Office Picture Manager

Q 46. The ribbon in Word 2007 consists of a series of

- a) Gates
- b) Smaller ribbons
- c) Tabs**
- d) Icons

Q 47. To view headers and footers, you must switch to

- a) Normal view
- b) Print layout view
- c) Print preview mode
- d) Both B and C**

Q 48. Insert Date, Format Page Number and Insert Auto Text are buttons on the_____ tollbar in MS Word.

- a) Formatting
- b) Header and Footer**
- c) Standard
- d) Edit

Q 49. The word count command on the tools menu displays the number of words as well as the number of _____ in the current document.

- a) Lines
- b) Characters
- c) Paragraphs
- d) All of Above**

Q 50. Which of the following do you use to change margins?

- a) Formatting toolbar
- b) Page setup dialog box**
- c) Standard toolbar
- d) Paragraph dialog box



Q 51. Which tab in Font dialog box contain options to apply font effects?

- a) Font tab**
- b) Character Spacing**
- c) Text Effects**
- d) Standard Toolbar**

Q 52. Which of the following is not a font style?

- a) Bold**
- b) Italics**
- c) Regular**
- d) Superscript**

Q 53. In order to email a Word document from within MS Word

- a) Office button >> Send to >> Mail Recipient**
- b) Save the file as an email attachment**
- c) Start Outlook and attach the file while open in Word**
- d) This is an impossible operation**

Q 54. Essential business letter elements include the _____.

- a) Date line and inside address**
- b) Message**
- c) Signature block**
- d) All of above**



Q 55. The key stroke Ctrl + I is used to

- a) Increase the font size
- b) Inserts a line break
- c) Indicate the text should be bold
- d) Applies italic format to selected text**

Q 56. The _____ is a special toolbar that displays a series of names, each of which represents a list of commands that can be used to perform tasks.

- a) Scroll bar
- b) Status bar
- c) Title bar
- d) Menu bar**



Q 57. What is placed on the left of horizontal scroll bar

- a) Tab stop buttons
- b) View buttons**
- c) Split buttons
- d) Indicators

Q 58. Change the _____ to create a document in wide format

- a) Page Orientation**
- b) Page margins
- c) Paper Style
- d) Paper Source



Q 59. Which of the following commands should you always use before submitting a document to others?

- a) Find command
- b) Replace command
- c) Spelling and Grammar
- d) Thesaurus

Q 60. What is the shortcut key to display field codes?

- a) Alt + F9
- b) Ctrl + F9
- c) Shift + F9
- d) Space + F9



Q 61. What is the shortcut key for manual line break?

- a) Ctrl + Enter
- b) Alt + Enter
- c) **Shift + Enter**
- d) Space + Enter

Q 62. Which key should be pressed to start a new paragraph in MS Word?

- a) Down Cursor Key
- b) **Enter Key**
- c) Shift + Enter
- d) Ctrl + Enter

Q 63. Which of the following best describes the contents of a mail merge main document

- a) Information that is unique for every form letter created
- b) Information that is same for every form letter created**
- c) Styles and fonts for the data source
- d) None of above

Q 64. In word 2007 or above the zoom is placed on

- a) View tab
- b) Home tab
- c) Status bar
- d) A & C both**



Q 65. What is the purpose of inserting header and footer in document?

- a) To enhance the overall appearance of document.
- b) To mark the starting and ending of page.
- c) To make large document more readable.
- d) To allow page headers and footers appear on document when printed**

Q 66. Borders can be applied to

- a) Cells
- b) Paragraphs
- c) Text
- d) All of above**



Q 67. When three hyphens, underscores, equal signs, asterisks, or number signs are typed and then the enter key is pressed, the Auto Format feature_____ .

- a) Places a border above a paragraph**
- b) Creates a numbered list**
- c) Changes the characters to an em dash**
- d) Creates a bulleted list**

Q 68. Using Find command in MS Word, we can search?

- a) Characters**
- b) Formats**
- c) Symbols**
- d) All of the above**

Q 69. Which of the following is not one of the three “ Mail Merge Helper” steps?

- a) Merge the two files
- b) Create the main document
- c) Set the mailing list parameters**
- d) Create the data source

Q 70. Ctrl + J used for

- a) Align Justify**
- b) Insert Hyperlink
- c) Search
- d) Print

Q 71. A letter head should contain all of the following except _____ .

- a) Full street address
- b) Logo
- c) Complete legal name of the company, group, or individual
- d) None of Above**

Q 72. Scroll box on the vertical scroll bar indicates the

- a) Position of the insertion point
- b) Distance of the insertion point from the left margin
- c) Current relative location of the document portion displayed in the window**
- d) Rank of the word in which the insertion point is found

Q 73. Ctrl + R is used for

- a) Re-Open the last closed document
- b) Re-Print the last printed page
- c) Re-Apply the last paragraph formatting
- d) Right align the selected paragraph**

Q 74. Which of the following is not on Home ribbon?

- a) Columns**
- b) Font color
- c) Change Style
- d) Font

Q 75. Which operation you will perform if you need to move a block of text?

- a) Copy and Paste
- b) Cut and Paste**
- c) Paste and Delete
- d) Paste and Cut

Q 76. With which view can you see how text and graphics will appear on printed page?

- a) Normal
- b) Print Layout**
- c) Outline
- d) Web Layout

Q 77. In MS Word for what does ruler help?

- a) To set tabs
- b) To set indents
- c) To change page margins
- d) All of above**

Q 78. _____ is a collection of predefined design elements and color schemes.

- a) Feature
- b) Hyperlink
- c) Palette
- d) Theme**



Q 79. Dropcap means

- a) All Caps
- b) Small Caps
- c) Title Case
- d) None of above**

Q 80. Why Drop Caps are used in document?

- a) To drop all the capital letters
- b) To automatically begin each paragraph with capital letter
- c) To begin a paragraph with a large dropped initial letter**
- d) None of above



Q 81. To use your keyboard instead of the mouse to select tools on the ribbon, you display the KeyTips by pressing the _____ key?

- a) **Alt**
- b) Ctrl
- c) Shift + Enter
- d) Alt + Enter

Q 82. Changing the appearance of a document is called

- a) Proofing
- b) Editing
- c) **Formatting**
- d) All of above



Q 83. What happens if you mark on Hidden check box of Font dialog box after you select some text?

- a) The text is deleted from document and you need to bring from Recycle Bin if required again
- b) The text is hidden and you need to bring it by removing the check box if needed again.**
- c) The text is deleted and cannot be returned back
- d) The text is hidden and cannot be returned back

Q 84. Home Key

- a) Moves the cursor to beginning of the document
- b) Moves the cursor to beginning of the paragraph
- c) Moves the cursor to beginning of the screen
- d) Moves the cursor to beginning of the line**



Q 85. End Key

- a) Moves the cursor end of the line**
- b) Moves the cursor end of the document**
- c) Moves the cursor end of the paragraph**
- d) Moves the cursor one Paragraph down**

Q 86. Ctrl + Home is used to

- a) Moves the cursor to the beginning of document**
- b) Moves the cursor to the beginning of line**
- c) Moves the cursor to the beginning of paragraph**
- d) All of above**



Q 87. Ctrl + End is used to

- a) Moves the cursor to the end of line
- b) Moves the cursor to the end of document**
- c) Moves the cursor to the end of paragraph
- d) None of above

Q 88. Switching between portrait and landscape modes involves

- a) Header and Footer Toolbar
- b) Print layout view
- c) Page setup dialog box**
- d) None of the above



Q 89. Press the enter key in all of the following circumstances except

- a) To insert a blank line into a document
- b) When the insertion point reaches the right margin
- c) To begin a new paragraph
- d) In response to certain Word commands

Q 90. Which corner of the Word Window has the zoom control?

- a) Upper-left
- b) Upper-right
- c) Lower-left
- d) Lower-right



Q 91. When you point to the _____ corner of a table, the table move handle appears.

- a) Upper-right
- b) Lower-left
- c) Lower-right
- d) Upper-left

Q 92. From where you can access save command?

- a) Home tab
- b) Insert tab
- c) Review tab
- d) None of above

Q 93. How can you apply exactly the same formatting you did to another text?

- a) Copy the text and paste in new location. Then type the new text again.
- b) Copy the text and click on Paste Special tool on new place
- c) Select the text then click on Format Painter and select the new text**
- d) All of above

Q 94. CTRL + K is used to

- a) Insert Page Number
- b) Insert Hyper Link**
- c) Insert Header
- d) Insert Footer

Q 95. Small squares, called _____, on the selection rectangle that surrounds a graphic can be used to change the dimensions of the graphic.

- a) Scroll boxes
- b) Sizing handles**
- c) Status indicators
- d) Move handles

Q 96. Which key deletes the character to the left of the cursor?

- a) End
- b) Backspace**
- c) Home
- d) Delete



Q 97. Which key deletes the character to the right of the cursor?

- a) End
- b) Backspace
- c) Home
- d) Delete**

Q 98. Which of the following typically appear at the end of document for citation of source?

- a) End Notes**
- b) Foot Notes
- c) Header
- d) Footer

Q 99. It is possible to _____ a data source before performing a merge

- a) Create**
- b) Modify**
- c) Sort**
- d) All of above**

Q 100. Which of the following helps to reduce spelling error in the document

- a) Auto Format**
- b) Auto Correct**
- c) Smart Tags**
- d) All of above**



Q 101. _____ formatting is the process of changing the way letters, numbers, punctuation marks, and symbols appear on the screen in print.

- a) Document**
- b) Character**
- c) Paragraph**
- d) Object**

Q 102. What is the use of "All Caps" feature in MS-Word?

- a) It changes all selected text into Capital Letter**
- b) It adds caption for selected Image**
- c) It shows all the image captions**
- d) None of Above**

Q. Uppercase on Change Case dialog box and All Caps on Fonts dialog box both converts selected text into Capital Letters. What's the difference between the two?

- a) Both are same. They are only two ways of capitalize text.
- b) It is faster to convert from change Case than from Font Dialog box
- c) **Change Case makes conversion permanent but All Caps on Font can always be reverted.**
- d) All Caps on Font dialog box makes the change permanent where Change Case can be always reverted.

Q 103. What happens if you press Ctrl + Shift + F8 ?

- a) It activates extended selection
- b) It activates rectangular selection**
- c) It selects the paragraph on which the insertion line is.
- d) None of above

Q 104. To display more of the document on the screen in print layout view, the _____ can be hidden.

- a) White space at the top of the pages
- b) White space at the bottom of the page
- c) Gray space between pages
- d) All of the above**

Q. 105. What is gutter margin ?

- a) Margin that is added to the left margin when printing
- b) Margin that is added to right margin when printing
- c) Margin that is added to the binding side of page when printing**
- d) Margin that is added to the outside of the page when printing.

106. Gutter position can be set in following positions

- a) Left & Right
- b) Left & Top**
- c) Left & Bottom
- d) Left Only

Q 107. A document in portrait orientation prints

- a) The same characters per line with the same document in landscape
- b) More characters per line than the same document in landscape
- c) **Less characters per line than the same document in landscape**
- d) Smaller fonts in order to fit the same amount of characters per line with landscape

Q 108. Which of the following position is not available for fonts on MS Word?

- a) Normal
- b) Raised
- c) Lowered
- d) **Centered**

Q 109. Which of the following is not available in Font Spacing?

- a) Normal
- b) Loosely**
- c) Condensed
- d) Expanded

Q 110. To advance rightward from one cell to the next in a table

- a) Tab**
- b) Backspace
- c) Home
- d) Delete

Q 111. In MS Word to move the insertion point to the beginning of the next word command used is

- a) Ctrl + Left Arrow
- b) Ctrl + Right Arrow**
- c) Ctrl + Down Arrow
- d) None of above

Q 112. To select a block of text, click at the beginning of the selection, scroll to the end of the selection, position the mouse pointer at the end of the selection, hold down _____ key, and then click

- a) Ctrl
- b) Alt
- c) Shift**
- d) Tab



Q 113. A _____ is a formatting mark at the end of a line that moves the insertion point to the beginning of the next physical line.

- a) Paragraph Break Character
- b) Non Breaking Space
- c) Line break Character**
- d) Non breaking hyphen

Q 114. Word has Web Authoring tools allow you to incorporate _____ on web pages.

- a) Bullets
- b) Hyperlinks
- c) Sounds
- d) All of above**



Q 115. A _____ is not attached to an edge of the Word window; that is, it displays in the middle of the Word window and can be moved anywhere in the window.

- a) Floating toolbar**
- b) Scroll bar**
- c) Status tool bar**
- d) Menu bar**

116. Which language does MS-Word use to create Macros?

- a) Visual**
- b) Visual Basic**
- c) FoxPro**
- d) Access**



Q 117. Press _____ to create a line break, which advances the insertion point to the beginning of the next physical line ignoring any paragraph formatting instructions.

a) Shift + Enter

b) Ctrl + Enter

c) Shift + Tab

d) Ctrl + Tab

Q 118. Which of the following operations moves text from clipboard?

a) Copy

b) Paste

c) Drag and Drop

d) Cut



Line Break:
Shift + Enter

In today's modern telecommunications, the need to expand networks is rapidly growing.

While a LAN can cover most communication and resource sharing needs within a campus or company, WAN connectivity allows users and organizations to take more significant advantage of services such as the Internet, e-commerce, and videoconferencing.

New Paragraph:
Enter

In today's modern telecommunications, the need to expand networks is rapidly growing.

While a LAN can cover most communication and resource sharing needs within a campus or company, WAN connectivity allows users and organizations to take more significant advantage of services such as the Internet, e-commerce, and videoconferencing.

Q 119. Which of the following is not of the merge process?

- a) Sort the data source records**
- b) Format a main document**
- c) Edit a data source**
- d) Merge the two files to print or create a new document**

Q 120. Which of the following is graphic solution for Word Processor?

- a) Clip Art**
- b) Word Art**
- c) Drop Cap**
- d) All of above**

Q 121. A word processor would most likely be used to do

- a) Keep an account of money spent
- b) Do a computer search in media center
- c) Maintain an inventory
- d) Type a biography**

Q 122. What is the maximum scale percentage available in MS Word?

- a) 500**
- b) 200
- c) 100
- d) 90

Q 123. Which Tab has crop button in Word 2016 or above?

- a) Insert
- b) Design
- c) Review
- d) Format**

Q 124. Which of the following is best for quick copy operation?

- a) Copy and Paste
- b) Window Clipboard
- c) Drag and Drop**
- d) Auto Text

Q 125. When assigning a shortcut key to a symbol, you should always try to select a key or key combination that is:

- a) Unassigned**
- b) Located on the ten-key pad section of your keyboard**
- c) Assigned to another task.**
- d) From the same font family as the symbol**

Q 126. To open Columns dialog box quickly

- a) Double Click on the left margin area of ruler**
- b) Double Click the space between area on ruler**
- c) Double Click the right margin in ruler**
- d) All of above**

Q 127. Which of the following enables you to make multiple changes in a document at once?

- a) Find Command
- b) Replace Command**
- c) Drag and Drop
- d) Copy Command

Q 128. _____ are types of changes that occur when text has been omitted from a document and must be inserted later.

- a) Copy
- b) Paste
- c) Cut**
- d) Paste Special

Q 129. In Word, the mailing list is known as the

- a) Data Sheet
- b) Source
- c) Data Source**
- d) Sheet

Q 130. What is not a data source component?

- a) Mail merge toolbar**
- b) Header row
- c) Data fields
- d) Data records

Q 131. To cancel a job that is printing or one that is waiting to be printed _____ .

- a) Click the print button on the Standard toolbar
- b) Click the printer icon on the taskbar
- c) Double-click the Print button on the Standard toolbar
- d) Double-click the printer icon on the taskbar**

Q 132. Which of the following is not essential component to perform a mail merge operation?

- a) Main document
- b) Data Source
- c) Merge fields
- d) Word fields**

Q 133. To Select multiple cells, rows, or columns in a table that are not adjacent to one another, select the first cell and then hold down the _____ key while selecting the next cell, row, or column

- a) Alt
- b) Shift
- c) Enter
- d) Ctrl

Q 134. Select a _____ to apply a predefined format to a table in Word 2007 and above version

- a) Table style
- b) Table format
- c) Format Style
- d) None of above

Q 135. The feature of Word that automatically adjusts the amount of space between certain combination of characters so that an entire word looks more evenly spaced. What is that feature called?

- a) Spacing
- b) Scaling
- c) Kerning**
- d) Positioning

Q 136. What happens when you click on Insert>>Clip Art

- a) It inserts a clipart picture into the document
- b) It lets you choose clipart to insert into document
- c) It opens Clip Art task pane**
- d) None of above

Q 137. Page Up Key

- a) Moves the cursor one line down
- b) Move the cursor one screen up**
- c) Moves the cursor one screen down
- d) Moves the cursor one paragraph down

Q 138. "Ctrl + Pageup" is used to

- a) Moves the cursor one Page Up**
- b) Moves the cursor one Paragraph Up
- c) Moves the cursor one Screen Up
- d) Moves the cursor one Line Up

Q 139. Page Down Key

- a) Moves the cursor one line down
- b) Moves the cursor one page down**
- c) Moves the cursor one screen down
- d) Moves the cursor one paragraph down

Q 140. "Ctrl + PageDown" is used to

- a) Move the cursor one Paragraph Down
- b) Moves the cursor one Page Down**
- c) Moves the cursor one Line Down
- d) Moves the cursor one Screen Down

Q 141. Why the document you created at home displays with a different font at school?

- a) Because you have a different printer at school than at home
- b) Because you have a different monitor at school than at home
- c) Because the font you used at home is not installed on your school computer**
- d) Because the version of Windows is different

142. Which of the following is not a type of page margin?

- a) Left
- b) Right
- c) Center**
- d) Top



Q 143. There can be many ways to insert page number in a document. Which of the following lets you insert page number

- a) Page number from insert menu**
- b) Page Setup from file menu**
- c) Footnote from Insert menu**
- d) Both A & C**

Q 144. What is the maximum font size you can apply for any character?

- a) 163**
- b) 1638**
- c) 16038**
- d) None of above**



Q 145. Word, by default, places a tab stop at every _____ mark on the ruler.

- a) .25"
- b) .5"**
- c) .75"
- d) 1"

Max: 22 Inches

Q 146. By default, your document prints with:

- a) 1 inch top and bottom margins
- b) A portrait orientation
- c) 1 inch left and right margins
- d) All of above**

Q 147. Word is present to use standard 8.5-by-11-inch paper with _____ margins.

- a) **1-inch left, right, top, and bottom**
- b) 1.25-inch left, right, top and bottom
- c) 1.25-inch left and right margins and 1-inch top and bottom
- d) 1-inch left and right margins

Q 148. Pressing F8 key for three times selects

- | | |
|----------------------|------------|
| a) A word | a) 2 times |
| b) A sentence | b) 3 times |
| c) A paragraph | c) 4 times |
| d) Entire document | d) 5 times |



Q. What is the default left margin in Word 2007 or above?

- a) 1"**
- b) 1.25"**
- c) 1.5"**
- d) 2"**

Q. What is the default right margin in Word 2016 or above?

- a) 1"**
- b) 1.25"**
- c) 1.5"**
- d) 2"**



Q 149. Which feature is used to replace straight quotes with smart quotes as you type?

- a) Auto Correct as you type
- b) Auto Change as you type
- c) Auto Format as you type**
- d) Smart Tags as you type

Q 150. Tab stop position cannot be the following alignment

- a) Decimal Alignment
- b) Center Alignment
- c) Bar Alignment
- d) Justify Alignment**



151. A feature of MS Word that saves the document automatically after certain interval is available in

- a) Save tab on Word Options dialog box**
- b) Save As dialog box**
- c) Both of Above**
- d) None of Above**

Q 152. To move the cursor page to page of document

- a) Ctrl + PgDn**
- b) Ctrl + PgUp**
- c) Both of Above**
- d) None of Above**



Q 153. Ctrl + Left Arrow is used to

- a) Moves the cursor beginning of the Line
- b) Moves the cursor one word left**
- c) Moves the cursor one paragraph up
- d) Moves the cursor one paragraph down

Q 154. Ctrl + Right Arrow is used to

- a) Moves the cursor one word right**
- b) Moves the cursor end of the line
- c) Moves the cursor end of the document
- d) Moves the cursor one Paragraph down



Q 155. Ctrl + Down Arrow is used to

- a) Moves the cursor one Paragraph Down**
- b) Moves the cursor one Line Down**
- c) Moves the cursor one Page Down**
- d) Moves the cursor one Screen Down**

Q 156. Ctrl + Up Arrow is used to

- a) Moves the cursor one Page Up**
- b) Moves the cursor one Line Up**
- c) Moves the cursor one Screen Up**
- d) Moves the cursor one Paragraph Up**



Q 157. Which feature is used for monitoring all document changes?

- a) Edit Document
- b) Monitor Document
- c) Track Change**
- d) Track All

Q 158. To read through a document you may

- a) Use the arrow key
- b) Dragging the scroll box on the scroll bar
- c) Use your ENTER key to go down
- d) Only A & B**



Q 159. Suppose you wanted to create an AutoCorrect entry that would type the words 'We regret to inform you that your submission has been declined' of the following choices, which would be the best name you could assign to this entry?

- a) Regret
- b) Subdecl**
- c) We regret to inform you that you submission has been declined
- d) 11

Q 160. Which of the following can be used to navigate documents?

- a) Frames
- b) Hyperlinks**
- c) Web toolbar
- d) All of the above.



Q161. Shimmer, Sparkle text, Blinking Background etc. are known as

- a) Font Style
- b) Font Effects
- c) Word Art
- d) Text Effects**

Q 162. Superscript, Subscript, outline, emboss, engave are known as

- a) Font Style
- b) Font Effects**
- c) Word Art
- d) Text Effects



Q 163. Bold, Italic, Regular are known as

- a) Font Styles**
- b) Font Effects**
- c) Word Art**
- d) Text effects**

Q 164. Which of the following symbol sets would be most likely to contain a mathematical symbol such as a degree sign, greater than sign or equal to or a Greek letter?

- a) Wingdings**
- b) Wingdings 3**
- c) Webdings**
- d) Symbol**



Q 165. Which of the following line spacing is invalid?

- a) Single
- b) Double
- c) Triple**
- d) Multiple

Q 166. When a hyperlink is created, Word formats the Web address as _____

- a) Italicized or colored red
- b) Italicized or colored blue
- c) Underlined and colored red
- d) Underlined and colored blue**



Q 167. Which of the following is correct regarding Underline in MS-Word?

- a) Color of the Underline can be changed
- b) Style of Underline can be changed
- c) Underline can be set using by shortcut key
- d) All of the above**

Q 168. How many margins are there on a page?

- a) Two (header and footer)
- b) Four (top, bottom, right, left)**
- c) Two (landscape and portrait)
- d) Four (center, top, left and bottom)



Q 169. What is the use of bookmarks in Microsoft Word ?

- a) To easily correct the spelling errors
- b) To quickly jump to a specific location in the document**
- c) To quickly jump to the ending of the document
- d) To create a link within the document

Q 170. Which of the following can you change using the page setup dialog box ?

- a) Margins
- b) Page orientation
- c) Vertical alignment
- d) All of the above**



Q 171. Before moving a sub document to another location with in a master document, you must switch to _____

- a) Normal View
- b) Outline View**
- c) Web Layout View
- d) Print Layout View

Q 172. Selecting text means, selecting

- a) A word
- b) An entire sentence
- c) Whole document
- d) Any of the above**



Q173. The ___ on the right side of the menu bar lets users type free-form questions, such as how do I save, or terms , such as copy , and Word responds by displaying a list of topics related to the word or phrase entered.

- a) Type a question for help box**
- b) Question mark button**
- c) What's this? Command**
- d) Index sheet**

Q 174. Which of the following is the latest version of MS- Word?

- a) Word 2000**
- b) Word 2007**
- c) Word 2010**
- d) Word 2011**



Q175. Which menu do you choose to shade words and paragraph?

- a) Page layout, borders and shading**
- b) Insert, borders and shading**
- c) View, shading**
- d) None of the above**

Q176. What is the use of Document Map?

- a) To quickly format the document**
- b) To quickly print required page**
- c) To quickly navigate the document**
- d) To quickly correct spelling mistake**



Q177. Which of the following statement is false?

- a) You can set different header footer for even and odd pages
- b) You can set different page number formats for different sections
- c) **You can set different header and footer for last page of a section**
- d) You can set different header footer for first page of a section

Q178. The main element of the ____ are the instruction point, end mark, mouse pointer , rulers, scroll bars and status bar.

- a) Word toolbar
- b) Formatting toolbar
- c) **Word document window**
- d) Graphics toolbar



Q 179. If you want to keep track of different editions of a document which feature will you use?

- a) Editions
- b) Versions**
- c) Track Change
- d) All of Above

Q 180. Using the ribbon where should you go to activate the ruler on your document

- a) View >> Toolbars
- b) File >> Open
- c) View >> Ruler**
- d) Insert >>Reference

