**MS Word MCQ Question with Answer**

1. **In which view Headers and Footers are visible**

* Normal View
* Page Layout View
* Print Layout View
* Draft View

1. **The process of removing unwanted part of an image is called**

* Hiding
* Bordering
* Cropping
* Cutting

1. **To apply center alignment to a paragraph we can press**

* Ctrl + S
* Ctrl + C
* Ctrl + C + A
* Ctrl + E

1. **The space left between the margin and the start of a paragraph is called**

* Spacing
* Gutter
* Indentation
* Alignment

1. **Text-styling feature of MS word is**

* WordColor
* WordFont
* WordArt
* WordFill

1. **Which items are placed at the end of a document?**

* End Note
* Footer
* Foot Note
* Header

1. **To change line height to 1.5 we use shortcut key:**

* Ctrl+1
* Ctrl + 2
* Ctrl + 3
* Ctrl + 5

1. **A number of letter that appears little above the normal text is called:**

* Superscript
* Subscript
* Supertext
* Toptext

1. **A number of letter that appears little below the normal text is called:**

* Superscript
* Subscript
* Supertext
* Toptext

1. **We can insert a page number at**

* Header
* Footer
* Both A and B
* None

1. **Which one can be used as watermark in a word document?**

* Text
* Image
* Both A and B
* None

1. **Which item appears dimly behind the main body text**

* Water Color
* Background
* Watermark
* Back Color

1. **Which feature starts a new line whenever a word or sentence reached a border**

* Text Line
* New Line
* Text Wrapping
* Text Align

1. **The direction of a rectangular page for viewing and printing is called**

* Orientation
* Direction
* Print Layout
* Preview

1. **We can remove / hide border of a shape by selecting …**

* No Line
* No Outline
* White Line
* No Border

1. **We can change the thickness of a line from \_\_\_**

* Line width
* Line Height
* Line Thick
* Line Style

1. **What item contains detailed information about something in the text?**

* Footer
* Foot Note
* Header
* Head Note

1. **Which item is printed at the bottom of each page**

* Header
* Foot Note
* Title
* Footer

1. **Colour and pattern used to fill a closed shape is called**

* Shape
* WordArt
* Fill Style
* Fill Back

1. **Where footnotes appear in a document**

* End of document
* Bottom of a Page
* End of Heading
* None

1. **A feature of MS Office that saves the document automatically after certain interval is called \_\_\_\_**

* Save
* Save As
* Auto Save
* Backup

1. **Which feature is used to make selected sentence to All Capital Letters or All Small Letters ?**

* Change Letter
* Change Sentence
* Change Case
* Change Word

1. **To go to a specific location in a document we use:**

* Table of Contents
* HyperText
* Bookmark
* Macro

1. **Superscript, subscript, strikethrough is known as?**

* Font Face
* Font Style
* Font Effects
* Font Format

1. **Can we edit a Macro programmatically after recording it?**

* Yes
* No

1. **We can start MS Word by typing \_\_\_\_\_\_\_\_ in the Run Dialog box.**

* winword.exe
* word.exe
* msword.exe
* docx.exe

1. **Name the application under MS Office software bundle, that we use to create audio visual presentation.**

* MS Word
* MS Excel
* MS Access
* MS PowerPoint

1. **Which one is the spreadsheet application that comes with MS Office software group?**

* MS Word
* MS Excel
* MS PowerPoint
* MS Access

1. **By default Footers are printed on :**

* First Page
* Last Page
* All Pages
* Even Pages

1. **The options Potrait and Landscape comes under \_\_\_\_\_\_\_\_**

* Paper Size
* Page Orientation
* Page Layout
* Page Rotation

1. **Name the Desktop Database application that is part of MS Office suit.**

* MS Word
* MS Access
* MS PowerPoint
* MS Excel

1. **We can keep multiple version of a word document in a single file by using \_\_\_\_\_ feature.**

* Version Change
* Edition Change
* Track Change
* Trace Change

1. **Wich of the following is not a kind of Page Margin?**

* Right
* Left
* Centre
* Gutter

1. **What is the intersection of a column and a row on a worksheet called ?**

* Column
* Value
* Address
* Cell

1. **Which function in Excel tells how many numeric entries are there ?**

* NUM
* COUNT
* SUM
* CHKNUM

1. **A feature that displays only the data in column (s) according to specified criteria**

* Formula
* Sorting
* Pivot
* Filtering

1. **Which one is not a Function in MS Excel?**

* SUM
* AVG
* MAX
* MIN

1. **Functions in MS Excel must begin with \_\_\_**

* An () sign
* An Equal Sign
* A Plus Sign
* A > Sign

1. **The process of arrenging the items of a column in some sequence or order is known as :**

* Arrengin
* Autofill
* Sorting
* Filtering

1. **The \_\_\_\_ feature of MS Excel quickly completes a series of data**

* Auto Complete
* Auto Fill
* Fill Handle
* Sorting

1. **The basic unit of a worksheet into which you enter data in Excel is called a**

* Cell
* Table
* Box
* Column

1. **How many sheets are there, by default, when we create a new Excel file?**

* 1
* 3
* 5
* 10

1. **An Excel file is generally called a / an:**

* E-Spreadsheet
* Worksheets
* Workbook
* Sheet

1. **It is a collection of data that is stored electronically as a series of records in a table.**

* Spreadsheet
* Presentation
* Database
* MS Word

1. **MS Power Point is a/an example of\_\_\_\_\_\_\_\_\_\_\_?**

* Multimedia software
* Graphics software
* Spread sheet
* Entertainment software

1. **Which tab is not available on left panel when you open a presentation in Powerpoint?**

* Outline
* Slides
* Notes
* All of above are available

1. **Which of the following are actions you can assign to an action button or slide object?**

* Run a macro
* Play a sound
* Hyper link
* All of above

1. **Special effects used to introduce slides in a presentation are called\_\_\_\_\_\_\_\_\_\_\_\_\_?**

* Effects
* Custom animations
* Transitions
* Present animations

1. Which key on the keyboard can be used to view slide show in Ms PowerPoint?

* F1
* F2
* F5
* F10