**Question Demo**

**1. What is the keyboard shortcut for undoing the last action in Microsoft Word?**

**a) Ctrl + Z**

b) Ctrl + X

c) Ctrl + X

d) Ctrl + C

**2. How can you insert a page break in Microsoft Word?**

a) Press Enter

**b) Press Ctrl + Enter**

c) Press Shift + Enter

d) Press Tab

**3. Which view in Microsoft Word allows you to see how your document will look when printed?**

**a) Print Layout**

b) Draft

c) Web Layout

d) Full Screen Reading

**4. Which ribbon tab contains options for adding tables and pictures in Microsoft Word?**

**a) Insert**

b) Home

c) Layout

d) Design

**5. Which feature in Microsoft Word allows you to search for and replace specific text or formatting in a document?**

**a) Find and Replace**

b) Search and Replace

c) Find and Modify

d) Search and Modify

**6. Which ribbon tab contains options for checking spelling and grammar in Microsoft Word?**

a) Home

**b) Review**

c) Insert

d) References

**7. What is the purpose of the "Styles" feature in Microsoft Word?**

a) To change the font size and color of text

**b) To apply predefined formatting to text and paragraphs**

c) To create animations within the document

d) To insert shapes and drawings

**8. Which ribbon tab contains options for adjusting the margins and orientation of a document in Microsoft Word?**

a) View

**b) Layout**

c) Review

d) References

**9. What is the purpose of the "Word Count" feature in Microsoft Word?**

**a) To calculate the total number of words in a document**

b) To count the number of pages in a document

c) To determine the reading level of the document

d) To analyze the document for spelling and grammar errors

**10. How can you insert a page number in Microsoft Word?**

a) By typing the number directly into the document

**b) By using the "Page Number" button on the Insert tab**

c) By pressing Ctrl + P

d) By using the "Page Layout" button on the Home tab

**11. Which ribbon tab contains options for adjusting the spacing between lines of text in Microsoft Word?**

**a) Home**

b) Layout

c) Review

d) References

**12. What is the purpose of the "Table of Contents" feature in Microsoft Word?**

a) To automatically generate a list of figures and tables in the document

**b) To create an index of keywords and topics**

c) To insert a list of headings and their corresponding page numbers

d) To import data from an external spreadsheet

**13. Which ribbon tab contains options for inserting SmartArt graphics in Microsoft Word?**

a) Layout

b) Design

**c) Insert**

d) Home

**14. The center the selected text, the shortcut key is**

a) Ctrl + C

**b) Ctrl + E**

c) Ctrl + U

d) Ctrl + O

**15. Which of the following is MS Office Suite's software program?**

a) Microsoft Word

b) Microsoft Excel

c) Microsoft PowerPoint

**d) All of the above**

**16. Which key of the keyboard is mainly used to cancel the program?**

a) Del Key

b) Enter Key

c) Ins Key

**d) Esc Key**

**17. Which of the following is not a font style?**

a) b) Bold

b) Italics

c) Regular

**d) Script**

**18. Portrait and Landscape are**

**a) Page Orientation**

b) Paper Size

c) Page Layout

d) All of above

19. MS Word is \_\_\_\_ software.

**a) Web browser**

**b) Word processing**

c) Operating system

d) Antivirus

**20. What are the dimensions of an A4 size paper in inches?**

a) 8.5 x 11

**b) 8.27 x 11.69**

c) 8.5 x 14

d) 8.27 x 14.69

**21. Microsoft word is \_\_\_\_ software.**

**(A) Application**

(B) Compiler

(C) System

(D) Programming

**22. Which is not in MS Word?**

(A) Italic

**(B) Magic tool**

(C) Font

(D) Bold

**23. \_\_\_\_ cannot be used to work in MS Office.**

**(A) Joystick**

(B) Scanner

(C) Light Pen

(D) Mouse

**24. Which is not an edition of MS Word?**

(A) MS Word 2003

(B) MS Word 2007

(C) MS Word 2010

**(D) MS Word 1020**

**25. The \_\_\_ works with the standard Copy and Paste commands.**

(A) View tab

(B) Paragraph dialog box

**(C) Office Clipboard**

(D) All of these

**26. What is the blank space outside the printing area on a page?**

(A) Clipart

**(B) Margins**

(C) Header

(D) Footer

**27. Which of the following is an example of page orientation?**

**(A) Landscape**

(B) Subscript

(C) Superscript

(D) A4

**28. Formatting is performed on**

(A) Text

(B) Table

(C) Menu

**(D) Both (a) and (b)**

**29. Which of the following software is used for making a resume?**

(A) MS Excel

**(B) MS Word**

(C) Dev C

(D) Java

**30. Press \_\_\_\_ to open the help window in the MS Word document.**

**(A) F1**

(B) F2

(C) F9

(D) F11