

WORD QUIZ

Ms Word Introduction

* Indicates required question

1. Email *

2. MS word is software of *

1 point

Mark only one oval.

☐ Microsoft

☐ Apple

3. Outline 4 application areas of Ms Word

4 points

4. MS Word is ____ software

1 point

Mark only one oval.

☐ Operating System

☐ Word Processing

☐ Antivirus

☐ Web Browser

5. What program is used in MS-Word to check the spelling?

1 point

Mark only one oval.

- ☐ Research
- ☐ Word Count
- ☐ Spelling & Grammar
- ☐ Thesarus

6. The valid format of MS Word is ____

1 point

Mark only one oval.

- ☐ .doc
- ☐ .exe
- ☐ .pdf
- ☐ .ppt

7. To show the font dialog box press ____

1 point

Mark only one oval.

- ☐ Ctrl + V
- ☐ Ctrl + R
- ☐ Ctrl + D
- ☐ Ctrl + P

8. A word gets selected by clicking it

1 point

Mark only one oval.

- ☐ Twice
- ☐ Once
- ☐ Thrice
- ☐ Four times

9. ____ is the change the way text warps around the selected object.

1 point

Mark only one oval.

- ☐ Indenting
- ☐ Text Wrapping
- ☐ Spacing
- ☐ Clipart

10. Which option is not available in Microsoft office button?

1 point

Mark only one oval.

- ☐ New
- ☐ Close
- ☐ Bold
- ☐ Saveas

11. What identifies a location or a selection of text that you name and identify for future reference

1 point

Mark only one oval.

- ☐ Bookmark
- ☐ Header
- ☐ Footer
- ☐ Page number

12. To view paragraph marks, clicks on the ____ tab, in the paragraph group, click Show/Hide

1 point

Mark only one oval.

- ☐ Home
- ☐ View
- ☐ Reference
- ☐ Page Layout

13. A major step before taking print of the document is

1 point

Mark only one oval.

- ☐ To see print preview of the document
- ☐ To save the document
- ☐ To set paper setting
- ☐ Both a and c

14. What should be done to change the word from "Kiil" to "Kill"?

1 point

Mark only one oval.

- ☐ Insert
- ☐ Typeover
- ☐ None
- ☐ Add

15. In the _____ we can change the view of the document and set the zoom option.

1 point

Mark only one oval.

- ☐ Ribbon
- ☐ Title bar
- ☐ Home panel
- ☐ View option toolbar

16. To center the selected text, the shortcut key is

1 point

Mark only one oval.

- ☐ Ctrl + C
- ☐ Ctrl + O
- ☐ Ctrl + U
- ☐ Ctrl + E

17.

2 points

Microsoft Word lets you _____ and _____ text on a computer.

Mark only one oval.

☐ draw,color

☐ type,edit

☐ draw,type

☐ edit,print

18. Your Details *

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