Microsoft Word MCQs

1. What is the default file extension of a Word document in modern versions (Word 2016 and later)?

* a) .doc
* b) .docx
* c) .txt
* d) .pdf

2. Which shortcut key is used to save a document in Microsoft Word?

* a) Ctrl + A
* b) Ctrl + S
* c) Ctrl + C
* d) Ctrl + V

3. Which feature in Word allows you to combine multiple letters with a data source like Excel?

* a) Track Changes
* b) Mail Merge
* c) Hyperlink
* d) SmartArt

4. The 'Track Changes' feature in Word is used to:

* a) Count words in the document
* b) Suggest and review edits collaboratively
* c) Create tables
* d) Protect the document

5. Which tab in Word contains the option to insert headers and footers?

* a) Home
* b) Insert
* c) View
* d) Layout

6. What is the default font in Microsoft Word (modern versions)?

* a) Times New Roman
* b) Arial
* c) Calibri
* d) Verdana

7. Which option allows you to view how the document will look when printed?

* a) Read Mode
* b) Print Preview / Print Layout
* c) Draft View
* d) Outline View

8. In Word, which feature automatically corrects common spelling errors as you type?

* a) Spell Check
* b) AutoCorrect
* c) Smart Lookup
* d) Grammar Check

9. Which shortcut key is used to undo the last action in Word?

* a) Ctrl + R
* b) Ctrl + U
* c) Ctrl + X
* d) Ctrl + Z

10. Which file format preserves the layout and formatting of a Word document for sharing?

* a) .txt
* b) .pdf
* c) .csv
* d) .xml

# Answer Key

1. b) .docx

2. b) Ctrl + S

3. b) Mail Merge

4. b) Suggest and review edits collaboratively

5. b) Insert

6. c) Calibri

7. b) Print Preview / Print Layout

8. b) AutoCorrect

9. d) Ctrl + Z

10. b) .pdf