

1. **What is the primary purpose of Microsoft Word?**
 - a) Creating spreadsheets
 - b) Creating and editing text documents**
 - c) Making presentations
 - d) Managing databases
2. **Which tab in Word contains commands for changing font type, size, and color?**
 - a) Insert
 - b) Home**
 - c) Page Layout
 - d) Review
3. **What does the "Ctrl + S" keyboard shortcut do in Word?**
 - a) Select all text
 - b) Save the document**
 - c) Print the document
 - d) Undo last action
4. **Which view shows how the document will look when printed?**
 - a) Draft View
 - b) Print Layout View**
 - c) Web Layout View
 - d) Outline View
5. **What feature allows you to see formatting changes in real-time as you hover over different styles?**
 - a) Track Changes
 - b) Live Preview**
 - c) Format Painter
 - d) Styles Gallery
6. **Which tool copies formatting from one text selection to another?**
 - a) Format Finder
 - b) Format Painter**
 - c) Style Copier
 - d) Template Tool
7. **What does the "Ctrl + B" shortcut accomplish?**
 - a) Italicize text
 - b) Bold text**
 - c) Underline text
 - d) Center align text
8. **Which feature automatically corrects common typing errors as you type?**
 - a) Spell Check
 - b) Grammar Check
 - c) AutoCorrect**
 - d) Thesaurus
9. **Where would you go to change paper size, orientation, or margins?**
 - a) Home tab
 - b) Page Layout tab**
 - c) Insert tab
 - d) View tab

10. What are the blank spaces around the edges of a page called?
- a) Borders
 - b) Margins**
 - c) Padding
 - d) Gutters
11. Which feature allows text to continue from the bottom of one page to the top of the next?
- a) Page Break
 - b) Automatic Pagination**
 - c) Section Break
 - d) Continuous Flow
12. What type of break forces text to start on a new page?
- a) Line Break
 - b) Column Break
 - c) Page Break**
 - d) Text Break
13. Where is the command to insert a table located?
- a) Home tab
 - b) Insert tab**
 - c) Page Layout tab
 - d) Review tab
14. How do you merge multiple table cells into one?
- a) Right-click → Split Cells
 - b) Right-click → Merge Cells**
 - c) Table Tools → Distribute Rows
 - d) Layout tab → Insert Cells
15. Which feature lets you surround a picture with text?
- a) Text Frame
 - b) Wrap Text**
 - c) Text Flow
 - d) Image Alignment
16. What feature automatically creates a reference list of headings with page numbers?
- a) Bibliography
 - b) Captions**
 - c) Table of Contents**
 - d) Index
17. Which tool shows all editing changes made by multiple users?
- a) Compare Documents
 - b) Track Changes**
 - c) Version History
 - d) Document Inspector
18. What does the Mail Merge feature help you create?
- a) Charts and graphs
 - b) Personalized letters or emails to multiple recipients**
 - c) Complex mathematical equations
 - d) Interactive forms

19. Where can you find pre-designed document layouts?
- a) Themes
 - b) Templates**
 - c) Styles
 - d) Macros
20. Which file format preserves all formatting and is commonly used for sharing documents?
- a) .txt (Plain Text)
 - b) .rtf (Rich Text Format)
 - c) .pdf (Portable Document Format)**
 - d) .html (Web Page)
21. What does "Print Preview" allow you to do?
- a) Edit document content
 - b) See how the document will look when printed**
 - c) Change printer settings only
 - d) Convert to PDF
22. Which option lets you print only specific pages of a document?
- a) Print All
 - b) Custom Print Range**
 - c) Quick Print
 - d) Print Selection
23. Which feature allows multiple people to edit a document simultaneously?
- a) Share Workbook
 - b) Co-authoring**
 - c) Track Changes
 - d) Compare Documents
24. Where do comments appear in a Word document?
- a) In the header
 - b) In the margin**
 - c) As footnotes
 - d) In a separate pane
25. What does the "Accept" button do in the Review tab?
- a) Reject all changes
 - b) Accept a suggested edit**
 - c) Add a new comment
 - d) Compare documents
26. What is the purpose of the "Show/Hide ¶" button?
- a) Hide the ribbon
 - b) Display non-printing characters like spaces and paragraph marks**
 - c) Show hidden text
 - d) Reveal password-protected content
27. Which feature helps you find synonyms for a selected word?
- a) Dictionary
 - b) Thesaurus**
 - c) Translator
 - d) Researcher

28. What does F1 typically do in Microsoft Word?

- a) Save the document
- b) Open Help**
- c) Print the document
- d) Insert a page break

29. What can you customize in the Quick Access Toolbar?

- a) Page background color
 - b) Frequently used commands**
 - c) Document themes
 - d) Default font
- 30. Which feature records a series of commands to automate repetitive tasks?**
- a) Template
 - b) Macro**
 - c) Style Set
 - d) Building Block