**21** . Bold, Italic, underline & alignment are …….. Options.  
**a.       Formatting**b.       Fancy  c.        Excel d.       Workbook  
   
**22.**Which of the following is word processing software?  
**a. MS- Word.**b.MS- Excel.c. Microsoft Internet Explorer d.Microsoft Windows Explorer  
   
**23.** When the text automatically goes onto the next line this is called………  
**a.       Text wrap**b.       Page wrap  c.        Word warp  d.       Wrap word  
   
24 . Before Printing a document you should always ………  
a.  Use the Print button  **b. Use print preview**c. Use the print button and then print previewd. Edit your document.  
   
25.Which shortcut keys you will use to select all the text after current cursor position?  
a.        Ctrl + Shift + Page Down b. Shift + End c. Ctrl + End **d.  Ctrl + Shift + End**  
   
**26.**Which of the following is not a type of tab stop?  
a.        Decimal    b.       Left  c.        Bar  **d.       Point**  
   
**27. Which of the following statements is/are true about “Undo” command in Microsoft Word?**  
A. Undo command erases the most recent changes made to a document  B. Undo command deletes a document.  C. The shortcut key for the Undo command is Ctrl+Z.  **D. Both A. and C. are correct.**  
   
**28.In order to add special characters to your document, which methods will you follow?**  
A. Go to Home tab > click Change Styles button > choose the desired special character  
B. Go to Insert tab > click SmartArt button > choose the desired special character  
**C. Go to Insert tab > click Symbol button > choose the desired special character**  
D. Go to References tab > click Insert Caption button > choose the desired special character  
   
  
**29. Which method will you use to switch between open documents in Microsoft Word 2007?**  
A. Using “Alt + Tab” key-combination in the keyboard  
B. Using “Switch Windows” button under View tab  
**C. Using any of the above methods**  
D. Using “Web Layout” button under View tab  
  
  
**30. What type of page orientation does a document have when it is laid out so that it is wider than it is tall?**  
**A. Landscape**B. Side  C. Horizontal   D. Portrait  
   
**31. Which of the following statements is true about the cut, copy and paste command?**  
A. No paste command is necessary after a cut or copy command.  
B. No paste command is necessary after a copy command.  
C. No paste command is necessary after a cut command.  
**D. Cutting any content followed by pasting the same will move the content from original location to the new location and copying any content followed by pasting the same will duplicate the content to the new location.**  
   
**32. Which view layout will you work in to see how text, graphics, and other elements will be positioned on the printed page?**  
A. Web Layout  **B. Print Layout**C. Outline  D. Normal  
   
**33. Why do you use the Print Preview command?**  
A. To enable the contents to be suitable for a specific printer  
**B. To preview a page before printing to see what it will look like after the printing out the file**  
C. To edit the contents with more comfort  
D. To remove the visible text boundary, gridlines etc.  
   
**34.To save the file using a different file name,--**  
A. click on the Microsoft Office button and from the menu displayed, click on the “Save” command.  
**B. click on the Microsoft Office button and from the menu displayed, click on the “Save As” command.**  
C. click on the Microsoft Office button and from the menu displayed, click on the “Prepare” command.  
D. click on the Microsoft Office button and from the menu displayed, click on the “Publish” command  
   
**35. You can use different page formatting within the same document by separating the differently formatted areas using –**  
A. Page Break     B. Column Break    C. Formatting Break   **D. Section Break**  
  
   
**36. Which of the following statements is NOT true about drawing and using shapes in MS Word?**  
A. Holding down the Shift key while drawing an object creates perfect squares, circles and straight lines  
**B. The text in a text box cannot be formatted**C.  The Shapes button within the Insert tab allows you to insert various shapes such as rectangles, circles, arrows, lines, flowchart symbols, callouts etc.  
D. You can change the size of a box shape by selecting it and dragging its sizing handles  
**37.** When you first start Microsoft Word, you normally see the—    
**A.   Home tab displayed**   B.  Insert tab displayed    C.  View tab displayed    D.  Page Layout tab displayed       
**38.**Which of the following statements is true about spelling and grammar feature in MS Word?                A.   Spelling mistakes are shown by non-printing red-coloured wavy line under the mistaken texts.                 B.  Grammatical mistakes are shown by non-printing green-coloured wavy line under the mistaken texts.     C.  The wavy lines used to show the spelling alnd grammatical mistakes will be printed along with the texts when printing-out the document.  **D.  Both A. and B.**   
**39.**  What will happen if you split a table cell in MS Word?    
  A.   Tab stops will be set to the contents of the cell.                                                                                                                        **B.  The cell will be divided into multiple cells as specified and the text will go to the first cell among those multiple cells.**C.  The cell will be divided into multiple cells as specified and the text will go to the last cell among those multiple cells.     D.  The cell will be divided into multiple cells as specified and the text will be distributed among those multiple cells.   
**40.  Suppose, you have an MS Word document which contains the name of a person called “Karim”. By mistake, it was typed as “Kalim” at 25 places in the document. Now, to correct this, which method would you apply?**  
A.  Find and correct manually all the words containing “Kalim”.      
 B.  Delete the whole content of the document and re-type the same.      
 C.  Use AutoCorrect feature as available in the Tools menu.      
 **D.  Use “Replace All” command within the Find & Replace dialogue box after accessing the Replace sub-menu command under the Edit menu.**      
**41.**  In which of the following ways, can you start Microsoft Word 2010?    
A.   Right-click on Desktop > Click “Start Microsoft Word”      
 **B.  Start menu > All Programs > Microsoft Office > Microsoft Office Word 2010**  
 C.  Start menu > Settings > Control Panel > Microsoft Office Word 2010      
 D.  Start menu > Documents > MS-Word 2010     
**42.**  In order to distribute copies of your document via disk or email to other people who are using versions older than Microsoft Word 2007, you should—    
**A.   save your document in Word 97?2003 Document (.doc) format**.      
 B.  save your document in Plain Text (.txt) format.      
 C.  save your document in Word 2010 Template (.dotx) format.      
 D.  advise them to install Microsoft Office 2010 in their computers rather.              
   
**43.** In Microsoft Word 2010, what is the screen area within which the tabs and their associated icons & controls are located**?**  
                A.   Title Bar                   B.  Status Bar                     C.  **Ribbon**