

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