**MCQ – MS-Word**

1. What is the default file extension for saving a document in Microsoft Word?

a) .docx

b) .doc

c) .txt

d) .rtf

1. Which keyboard shortcut is used to undo the last action in Microsoft Word?

a) Ctrl + X

b) Ctrl + Z

c) Ctrl + Y

d) Ctrl + A

1. Which view in Microsoft Word allows you to see how your document will appear when printed?

a) Print Layout

b) Outline

c) Draft

d) Web Layout

1. What is the function of the "Find and Replace" feature in Microsoft Word?

a) To search for specific text and replace it with another

b) To find misspelled words and correct them

c) To format selected text

d) To insert hyperlinks into the document

1. Which ribbon tab contains options for formatting text in Microsoft Word?

a) Insert

b) Review

c) Home

d) Page Layout

1. Which option is used to change the line spacing in Microsoft Word?

a) Line Spacing

b) Paragraph

c) Indentation

d) Alignment

1. Which alignment option places text evenly between the left and right margins in Microsoft Word?

a) Left

b) Center

c) Right

d) Justify

1. What is the keyboard shortcut for creating a new document in Microsoft Word?

a) Ctrl + N

b) Ctrl + S

c) Ctrl + O

d) Ctrl + P

1. Which feature in Microsoft Word allows you to automatically correct commonly misspelled words as you type?

a) AutoFormat

b) AutoCorrect

c) AutoText

d) AutoSummarize

1. Which command is used to insert a page break in Microsoft Word?

a) Insert Page Break

b) Page Layout Break

c) Break

d) Ctrl + Enter

1. Which feature in Microsoft Word allows you to create a list of sources used in a document?

a) Footnotes

b) Endnotes

c) Bibliography

d) Table of Contents

1. What is the function of the "Header" and "Footer" feature in Microsoft Word?

a) To add decorative elements to the top and bottom of the page

b) To display page numbers and document information at the top and bottom of each page

c) To create footnotes and endnotes

d) To insert hyperlinks into the document

1. Which option is used to insert a picture from a file in Microsoft Word?

a) Insert Picture

b) Insert Clip Art

c) Insert Online Pictures

d) Insert Shapes

1. Which ribbon tab contains options for adjusting the page margins in Microsoft Word?

a) Home

b) Insert

c) Page Layout

d) View

1. What is the function of the "Thesaurus" feature in Microsoft Word?

a) To check for spelling errors

b) To provide synonyms and antonyms for selected words

c) To translate text into different languages

d) To insert citations and references

1. Which command is used to change the font size in Microsoft Word?

a) Font Size

b) Text Size

c) Font Style

d) Text Style

1. Which option is used to insert a hyperlink in Microsoft Word?

a) Insert Hyperlink

b) Insert Link

c) Insert Web Link

d) Insert URL

1. What is the keyboard shortcut for saving a document in Microsoft Word?

a) Ctrl + S

b) Ctrl + N

c) Ctrl + O

d) Ctrl + P

1. Which ribbon tab contains options for inserting tables in Microsoft Word?

a) Insert

b) Design

c) Layout

d) Table Tools

1. Which option is used to change the text color in Microsoft Word?

a) Font Color

b) Text Color

c) Font Style

d) Text Style

1. What is the function of the "Word Count" feature in Microsoft Word?

a) To count the number of pages in the document

b) To count the number of words, characters, and paragraphs in the document

c) To check for spelling errors

d) To insert a table of contents into the document

1. Which ribbon tab contains options for reviewing and editing the document in Microsoft Word?

a) Review

b) Home

c) Insert

d) Page Layout

1. Which option is used to insert a page number in Microsoft Word?

a) Insert Page Number

b) Page Layout Number

c) Number

d) Insert Header/Footer

1. What is the function of the "Style" feature in Microsoft Word?

a) To change the font style of selected text

b) To apply formatting presets to selected text

c) To add decorative elements to the document

d) To insert hyperlinks into the document

1. Which command is used to print a document in Microsoft Word?

a) Print

b) Print Preview

c) Print Layout

d) Ctrl + P

1. What is the function of the "Page Break" feature in Microsoft Word?

a) To insert a new page into the document

b) To end the current page and start a new one

c) To separate sections of the document

d) To insert a line break into the document

1. Which ribbon tab contains options for formatting paragraphs in Microsoft Word?

a) Home

b) Insert

c) Page Layout

d) Paragraph

1. Which option is used to apply bold formatting to text in Microsoft Word?

a) Bold

b) Italic

c) Underline

d) Highlight

1. What is the function of the "Table of Contents" feature in Microsoft Word?

a) To create a list of sources used in the document

b) To provide a summary of the document's contents

c) To generate an index of keywords in the document

d) To insert a clickable list of headings into the document

1. Which ribbon tab contains options for inserting shapes and symbols in Microsoft Word?

a) Insert

b) Home

c) Design

d) Shapes

1. Which option is used to insert a text box in Microsoft Word?

a) Insert Text Box

b) Text Box

c) Insert Box

d) Box

1. What is the function of the "Watermark" feature in Microsoft Word?

a) To add decorative elements to the document

b) To apply a background color to the document

c) To insert hyperlinks into the document

d) To overlay text or images onto the document

1. Which ribbon tab contains options for formatting the page layout in Microsoft Word?

a) Home

b) Insert

c) Page Layout

d) View

1. Which option is used to change the line spacing in Microsoft Word?

a) Line Spacing

b) Paragraph

c) Indentation

d) Alignment

1. What is the function of the "Footnote" feature in Microsoft Word?

a) To create a clickable list of headings in the document

b) To provide additional information or citations at the bottom of the page

c) To insert a watermark into the document

d) To apply formatting presets to selected text

1. Which command is used to insert a column break in Microsoft Word?

a) Insert Column Break

b) Column Layout Break

c) Break

d) Ctrl + Enter

1. What is the function of the "AutoCorrect" feature in Microsoft Word?

a) To check for spelling errors

b) To automatically correct commonly misspelled words as you type

c) To translate text into different languages

d) To insert footnotes and endnotes into the document

1. Which ribbon tab contains options for adjusting the spacing between characters in Microsoft Word?

a) Home

b) Insert

c) Page Layout

d) View

1. Which option is used to apply italic formatting to text in Microsoft Word?

a) Italic

b) Bold

c) Underline

d) Highlight

1. What is the function of the "Hyperlink" feature in Microsoft Word?

a) To check for spelling errors

b) To insert a clickable link into the document

c) To translate text into different languages

d) To insert footnotes and endnotes into the document

1. Which command is used to insert a row above the current row in a table in Microsoft Word?

a) Insert Row Above

b) Insert Above

c) Row Layout Insert

d) Ctrl + Shift + +

1. What is the function of the "Outline" feature in Microsoft Word?

a) To display the document in outline format

b) To provide synonyms and antonyms for selected words

c) To insert a table of contents into the document

d) To create a clickable list of headings in the document

1. Which ribbon tab contains options for checking spelling and grammar in Microsoft Word?

a) Home

b) Review

c) Insert

d) Page Layout

1. Which option is used to change the font style of text in Microsoft Word?

a) Font Style

b) Font Format

c) Font Family

d) Font Type

1. What is the function of the "Columns" feature in Microsoft Word?

a) To divide the document into multiple columns

b) To insert a watermark into the document

c) To apply formatting presets to selected text

d) To check for spelling errors

1. Which command is used to insert a table in Microsoft Word?

a) Insert Table

b) Table

c) Insert

d) Ctrl + T

1. What is the function of the "Save As" feature in Microsoft Word?

a) To save changes made to the document

b) To create a copy of the document with a different name or file format

c) To check for spelling errors

d) To insert a watermark into the document

1. Which option is used to create a bulleted list in Microsoft Word?

a) Bulleted List

b) Insert Bullets

c) Bullets

d) Ctrl + B

1. What is the function of the "Translate" feature in Microsoft Word?

a) To insert footnotes and endnotes into the document

b) To translate text into different languages

c) To apply formatting presets to selected text

d) To check for spelling errors

1. Which ribbon tab contains options for inserting headers and footers in Microsoft Word?

a) Insert

b) Page Layout

c) View

d) Header & Footer