**Student ID/Name: Trainer Name:**

**Institute Name: Date:**

**Microsoft Word 2016:**

**Multiple choice questions (Each questions of this part have to be answered, each carries 1)**

1. In which view Headers and Footers are visible

A.Normal View B.Page Layout View

**C.Print Layout View** D.Draft View

2. The process of removing unwanted part of an image is called

A.Hiding B.Bordering

**C.Cropping** D.Cutting

3. To apply center alignment to a paragraph we can press

A.Ctrl + S B.Ctrl + C

C.Ctrl + C + A **D.Ctrl + E**

4. The space left between the margin and the start of a paragraph is called

**A.Spacing** B.Gutter

C.Indentation D.Alignment

5. Text-styling feature of MS word is

A.WordColor B.WordFont

C.**WordArt** D.WordFill

6. Which items are placed at the end of a document

**A.Footer** B.Foot Note

C.End Note D.Header

7. To change line height to 1.5 we use shortcut key :

**A.Ctrl+1** B.Ctrl + 2

C.Ctrl + 3 D.Ctrl + 5

8. A number of letter that appears little above the normal text is called :

**A.Superscript** B.Subscript

C.Supertext D.Toptext

9. We can insert a page number at

A.Header B.Footer

**C.Both A and B** D.None

10. Which one can be used as watermark in a word document

A.Text B.Image

**C.Both A and B** D.None

11. Which item appears dimly behid the main body text

A.Water Color B.Background

**C.Watermark** D.Back Color

12. Which feature starts a new line whenever a word or sentence reached a border

A.Text Line B.New Line

**C.Text Wrapping** D.Text Align

13. The direction of a rectangular page for viewing and printing is called

**A.Orientation**  B.Direction

C.Print Layout D.Preview

14. We can remove / hide border of a shape by selecting …

A.No LineB. B.No Outline

C.White Line **D.No Border**

15. We can change the thickness of a line from \_\_\_

**A.Line width** B.Line Height

C.Line Thick D.Line Style

16. Which item is printed at the bottom of each page

A.Header B.Foot Note

C.Title **D.Footer**

17. What item contains detailed information about something in the text?

**A.Footer** B.Foot Note

C.Header D.Head Note

18. When you drag selected text you can

A. Delete text B. Link text

C. Copy text **D. Move text**

19. You can search in a word document for

A. Formatting B. Special characters

C. Words **D. All of the above**

20. Which key or key combination will move the insertion point to the bottom of your document?

**A. Ctrl+End** B. PageDown

C. Ctrl+Home D. End

21. The autocorrect tool

A. Provides statistics about your document

B. Displays words with the same or similar meaning

C. Checks the grammar in the document

**D. Checks for misspelled words as you type and correct them as defined**

22. When you have completely finished working with a document you should

A. Close it **B. Save it**

C. Type it D. Edit it

23. How many items can you copy to the Office Clipboard

**A. 24** B. 20

C. 12 D. 10

24. To view smaller text on the screen you can

A. Decrease the font points B. Decrease the zoom percentage

**C. Increase the view percentage** D. Increase the editing percentage

25. Which of the following is not option for changing the case of the text?

**A. Indent case** B. Sentence case

C. Toggle case D. Lower case

26. How can you display the hidden characters?

**A. Click the show/hide button on the standard toolbar B. Symbol from insert menu**

C. Both of the above D. None of the above

27. In Word, the mailing list is known as the \_\_\_\_\_\_\_\_\_\_\_\_.

**A.Data source** B.Sheet

C.Data sheet D.Source

28. It is possible to \_\_\_\_\_\_\_ a data source before performing a merge.

A. Modify B. Sort

C. Create **D. all of the above**

29. If you need to double underline a word, how will you do that?

A. From Format menu choose Font option and then from Font tab open Underline Style and select Double Underline

B. Go to Format menu and then Font option. Open Underline Style and choose Double Underline

C. Click double underline tool on formatting toolbar

D. **Select the text then choose Format >> Font and on Font tab open Underline Style and choose Double Underline.**

30. How can you apply exactly the same formatting you did to another text?

A. Copy the text and click on Paste Special tool on new place

B. **Select the text then click on Format Painter and select the new text**

C. Copy the text and paste in new location. Then type the new text again

D. All of above

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1. For Move To The Bottom Of A Document, Press
   1. Home Key
   2. Ctrl + Home Key
   3. End Key
   4. **Ctrl + End Key**
2. Which Shortcut Keys You Will Use To Select All The Text After Current Cursor Position?
   1. Ctrl + Shift + Page Down
   2. Shift + End
   3. Ctrl + End
   4. **Ctrl + Shift + End**
3. In Ms Word 2016, Status Bar Can Display Which Status Of Information
   1. The Number Of Tables Contained Within A Document.
   2. **The Number Of Pages Contained Within A Document**.
   3. The Number Of Cell Contained Within A Document.
   4. All Of Above
4. What Is The Correct Procedure For Creating A Hanging Indent In Ms Word 2016?
   1. **You Can Create A Hanging Indent By Opening The Paragraph Dialog Box Select “Special” List Select “Hanging” Specify An Amount In “Page” Box**.
   2. You Can Create A Hanging Indent By Opening The Paragraph Dialog Box Select “Spacing” List Select “Hanging” Specify An Amount In “By” Box.
   3. You Can Create A Hanging Indent By Opening The Paragraph Dialog Box Select “Special” List Select Hanging Specify An Amount In “By” Box.
   4. None Of Above
5. Which Of The Following In Not True When Flipping Between The Pages Of A Document?
   1. **One Can Click < Or > Buttons On The Toolbar**.

# One Can Press 'Alt + Page Up' And 'Alt + Page Down' Buttons On The Keyboard.

* 1. To Move Ten Pages At A Time, One Can Press 'Shift + Page Up' Or 'Shift + Page Down'.
  2. One Can Press 'Ctrl + Home' On The Keyboard To Go To The Beginning Or The End Of The Document.

1. Which Of The Following Is Not A Valid Horizontal Alignment?
   1. Left
   2. Right

# Top

* 1. Centre

1. How To Start Mail Merge?

# Click On The 'Mailings' Tab And In The 'Start Mail Merge' Group, Click 'Start Mail Merge'.

* 1. Click On 'Insert' Tab, And In The 'Start Mail Merge' Group, Click 'Start Mail Merge'.
  2. Click On 'References' And In The 'Start Mail Merge' Group, Click 'Start Mail Merge'.
  3. Click On 'Mail Merge' Group And Then Click On 'Start Mail Merge'.

1. Which Of The Following Determines How Words Will Appear On A Page?

# Text Formatting

* 1. Image Formatting
  2. Point Size
  3. Typeface

1. How To View The Same Document In Multiple Windows?
   1. Window Group → New Window Button → View Tab

# View Tab → Window Group → New Window Button

* 1. New Window Button → Window Group → View Tab
  2. New Window Button → View Tab → Window Group

1. The Thesaurus Is Located In The
   1. Insert Tab
   2. Mailings Tab

# Review Tab

* 1. View Tab

1. Which Of The Following Is The Shortcut Command For Decreasing The Font Size By One Point In A Microsoft Word Document?
   1. Ctrl + Enter
   2. F7

# Ctrl + [

* 1. **Ctrl + ]**

1. You Cannot Close The Ms-Word Application By
   1. Choosing The File Menu And Then Exit Submenu
   2. Pressing Alt + F4
   3. Clicking × Button On The Title Bar

# Pressing The Esc

1. To Switch Back And Forth Between Insert Mode Or Overtype Mode On A Pc Press The Key On Your Keyboard.
   1. End
   2. Shift

# Insert

* 1. Delete

1. To Move The Insertion Point To The Top Of A Document, Press
   1. **Shift + Home**

# Ctrl + Home

* 1. Alt + Home
  2. Home

1. Autocorrect' Option Is Used For

# Correcting Spelling Mistakes

* 1. Translation
  2. Font And Formatting Text
  3. Fitting Texts In Cells Of Tables

1. What Is The Maximum Number Of Lines You Can Set For A Drop Cap?
   1. 15

# 10

* 1. 12
  2. Undefined

1. Which One Of The Following Would Be The Best To Use To Produce Hundreds Of Letters At A Time With Same Matter/Subject/Body To Different Addresses?
   1. Using Outlook
   2. Group Mail
   3. Using Internet

# Mail Merge

1. Which Of The Following File-Types You Can Not Choose When Saving An Ms Word Document?
   1. Word Document (.Docx)
   2. Rich Text Format (.Rtf)
   3. Plain Text (.Txt)
   4. **Bitmap Image (.Bmp)**
2. Find The Shortcut Key Used To Switch Between Open Items.
   1. Ctrl + Tab

# Alt + Tab

* 1. Tab
  2. Shift + Tab

1. Find The Shortcut Key Used To Open The 'Font' Dialog Box.
   1. Ctrl +B

# Ctrl +D

* 1. Ctrl + F
  2. Ctrl + A

1. The Shortcut Key Used To Add To A Selection Is

# Shift + F8

* 1. **Shift + F7**
  2. Shift + F4
  3. Shift + F5

1. Find The Shortcut Key Used To Copy Formatting From Text.
   1. Ctrl + Shift + F
   2. Alt + Shift + C

# Ctrl + Shift + C

* 1. Ctrl + Shift + P

1. There Are Types Of Paragraph Alignment.

a. 1

b. 2

c. 3

# d. 4

1. A Is A Set Of Characters And Numbers In A Certain Style.

# Font

* 1. Format
  2. Style
  3. Symbol

1. A Is A Named Set Of Defaults For Formatting Text.
   1. Font

# Styles

* 1. Stylist
  2. Format

1. In Which Grouping, The Formatting Of Text Is Done In Word?

# Tables, Paragraphs And Indexes

* 1. Paragraphs, Indexes And Sections Characters,
  2. Sections And Paragraphs Indexes, Characters And Tables
  3. None Of These

1. What Word Is Used To Describe The Act Of Correcting Something?
   1. Erase
   2. C**orrecting**

# Edit

* 1. Storm

1. Tabs Stop Position Cannot Be The Following Alignment?
   1. Decimal Alignment
   2. Center Alignment
   3. **Bar Alignment**

# Justify Alignment

1. To Delete A Word Or A Phrase
   1. Press The Backspace Key And Microsoft Word Deletes The Character That Precedes The Insertion Point
   2. Use The Delete Key By Selecting Firstly The Text You Want To Select And Then To Press The Delete Key

# Both The Above Options Are Alternatives.

* 1. None

1. In Ms Word, To Create A Border Around A Paragraph, You Could
   1. Right Click The Paragraph And Choose Borders And Shading From The Point Of View Menu

# From The Home Tab In The Paragraph Group, Click The Button Borders

* 1. Left Click The Paragraph And Choose Borders And Shading From The Point Of View Menu
  2. None

1. What is the default left margin in Word 2016 document?

# 1

* 1. 1.25
  2. 1.5
  3. 2

1. To autofit the width of column
   1. Double click the left border of column

# Double click the right border of column

* 1. Double click the column header
  2. All of above

1. “Ctrl + PageUp” is used to

# Moves the cursor one Page Up

* 1. Moves the cursor one Paragraph Up
  2. Moves the cursor one Screen Up
  3. Moves the cursor one Line Up

1. “Ctrl + Right Arrow” is used to

# Moves the cursor one word right

* 1. Moves the cursor end of the line
  2. Moves the cursor end of the document
  3. Moves the cursor one Paragraph down

1. Which of the following do you use to change margins?
   1. Formatting toolbar

# Page setup dialog box

* 1. Standard toolbar
  2. Paragraph dialog box