

# Ms Word Quiz 1

Save as PDF

🔗 Microsoft Office

**Q1. What is the extension name of 🔍 Ms-Word 2010?**

- ☐ .DOCX
- ☐ .DOX
- ☐ .DCX
- ☐ .DOC

**Q2. Which Short key to use Change Case?**

- ☐ Ctrl + Shift + F3
- ☐ Ctrl + F3
- ☐ Alt + Shift + F3
- ☐ Shift + F3

**Q3. To move data from one part of the document to another, following is used.**

- ☐ Cut and Delete 🔗 Microsoft Office
- ☒ 🔗 Document editing tool
- ☐ Cut and Paste
- ☐ Copy and Paste
- ☐ Copy and Undo

**Q4. Which of the following options is used to display information such a title, page number of the document?**

- ☐ Auto Correct
- ☐ Header and Footer
- ☐ Thesaurus
- ☐ Insert Table

**Q5. To align right the selected text, the shortcut key is**

- ☐ Ctrl + L
- ☐ Ctrl + R
- ☐ Ctrl + J
- ☐ Ctrl + U

**Q6. To specify margins in word, the user has to select margins option from which  menu?**

- ☐ Edit
- ☐ File
- ☐ Page Layout
- ☐ Insert

**Q7. Microsoft word is \_\_\_\_ software.**

- ☐ Application
- ☐ Compiler
- ☐ System
- ☐ Programming

**Q8. Which is not in MS word?**

- ☐ Italic
- ☐ Font
- ☐ Magic tool
- ☐ Bold

**Q9. Which is not an edition of MS Word?**

- ☐ MS Word 2003
- ☐ MS Word 2007
- ☐ MS Word 2010
- ☐ MS Word 1020

**Q10. What is the blank space outside the printing area on a page?**

- ☐ Clipart
- ☐ Margins
- ☐ Header
- ☐ Footer