

Ms Word Quiz 2

Save as PDF

Q11. What is [MS Word](#)?

- ☐ A Spreadsheet Software
- ☐ An Operating System
- ☐ A Word Processing Software
- ☐ None of the Above

Q12. When you create the first document file in word, what will be the default file name?


- ☐ Document 1
- ☐ Word 1
- ☐ File 1
- ☐ None of the Above

Q13. Which shortcut key is used to insert a bullet point quickly?

- ☐ Ctrl + Shift + B
- ☐ Ctrl + Shift + L
- ☐ Ctrl + Shift + P
- ☐ None of the Above

Q14. Which of the following is not a part of standard office suit?

- ☐ Database
- ☐ Image Editor
- ☐ Word Processor
- ☐ File Manager

Q15. What we have to type in run dialog box to open MS  Word?

- ☐ Word
- ☐ Msword
- ☐ Winword
- ☐ None of the Above

Q16. What is the extension name of MS Word 2010 and Above?

- ☐ .doc
- ☐ .docx
- ☐ .file
- ☐ None of the Above

Q17. What is the maximum percentage of zoom in MS Word?

- ☐ 100%
- ☐ 200%
- ☐ 500%
- ☐ 800%

Q18. What is the default font size of MS Word 2010 document?

- ☐ 10pt
- ☐ 11pt
- ☐ 12pt
- ☐ 13pt

Q19. Which shortcut is used to change the text case in MS Word ?

- ☐ Shift + F2
- ☐ Shift + F3

☐ Shift + F4

☐ Shift + F5

Q20. Ctrl + X is Used to _____ in MS Word ?

☐ Copy

☐ Cut

☐ Show

☐ Paste