1. **What is the default file extension for Microsoft Word documents in Word 2010 and later?**
   a) .doc   b) .docx
   c) .txt   d) .pdf
2. **Which keyboard shortcut is used to save a document in MS Word?**
   a) Ctrl + S   b) Ctrl + P
   c) Ctrl + C   d) Ctrl + V
3. **Which tab in the Ribbon contains the options for changing the font style?**
   a) Insert   b) Home
   c) Design   d) Layout
4. **How can you select an entire paragraph in MS Word?**
   a) Double-click anywhere in the paragraph
   b) Press Ctrl + A
   c) Triple-click anywhere in the paragraph
   d) Press Ctrl + P
5. **What is the shortcut for undoing the last action in MS Word?**
   a) Ctrl + Z   b) Ctrl + Y
   c) Ctrl + U   d) Ctrl + A
6. **What feature automatically moves text to the next line when it doesn't fit on the current line?**
   a) Text wrapping   b) Word wrap
   c) Line spacing   d) Indentation
7. **Which option in the File menu is used to create a new document?**
   a) Save   b) New
   c) Open   d) Print
8. **Which tool is used to check spelling and grammar in a document?**
   a) Review Pane   b) Spell Check
   c) Thesaurus   d) Grammar Inspector
9. **What is the function of the "Ctrl + X" shortcut in MS Word?**
   a) Copy   b) Paste
   c) Cut   d) Delete
10. **Which of the following is used to insert a page number in a document?**
    a) Page Layout b) Insert > Page Number
    c) Design > Page Setup
    d) References > Insert Page
11. **How can you apply bold formatting to selected text?**
    a) Press Ctrl + B   b) Press Ctrl + U
    c) Press Ctrl + I   d) Press Alt + B
12. **Which view displays the document as it will appear when printed?**
    a) Print Layout   b) Draft
    c) Outline   d) Web Layout
13. **How do you insert a table in MS Word?**
    a) File > New > Table   b) Insert > Table
    c) View > Insert Table   d) Format > Table
14. **What does the Format Painter tool do?**
    a) Changes the text color
    b) Copies formatting from one part of the document to another
    c) Changes the font size
    d) Applies background color
15. **Which tab in the Ribbon allows you to set page margins?**
    a) Home   b) Insert
    c) Layout   d) Review
16. **What is the shortcut key for opening a document in MS Word?**
    a) Ctrl + N   b) Ctrl + O
    c) Ctrl + S   d) Ctrl + P
17. **How can you quickly move to the beginning of a document?**
    a) Press Ctrl + Home   b) Press Ctrl + End
    c) Press Home   d) Press Alt + Home
18. **Which feature in MS Word helps to find synonyms for a selected word?**
    a) Spell Check b) Grammar Checker
    c) Thesaurus   d) Dictionary
19. **Which tab contains the "Header and Footer" options?**
    a) Home   b) Insert
    c) Layout   d) View
20. **What is the purpose of the "Track Changes" feature in MS Word?**
    a) To track the changes in document formatting
    b) To highlight grammatical errors
    c) To track edits made to the document
    d) To save a backup of the document

Descriptive:
1. Describe the purpose of the Ribbon in MS Word.
2. What is the difference between 'Save' and 'Save As' in MS Word?
3. What is the function of the 'Find and Replace' feature in MS Word?