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| QUIZ-1 | |
| Batch: **ID-WDPF/GNSL-01M/R64/01**  Date: 09-01-2025  Total Time : 20 Minutes  Total Marks: 20 | **Module: CF- WORD**  **Instructor: Abu Saleh Abdullah Al- Mamun**  **Mark Obtained:** |
| Trainee Name : | Trainee ID: |

**MS Word MCQs – Quiz 2**

1. **What is the default font in MS Word (2010 and later versions)?**  
   a) Times New Roman  
   b) Arial  
   c) Calibri  
   d) Verdana  
   **Answer:** c) Calibri
2. **Which feature in MS Word allows you to combine and edit multiple documents?**  
   a) Merge Documents  
   b) Compare and Merge  
   c) Track Changes  
   d) Mail Merge  
   **Answer:** b) Compare and Merge
3. **What is the maximum zoom percentage in MS Word?**  
   a) 200%  
   b) 400%  
   c) 500%  
   d) 1000%  
   **Answer:** c) 500%
4. **Which shortcut key is used to create a new document?**  
   a) Ctrl + N  
   b) Ctrl + O  
   c) Ctrl + D  
   d) Ctrl + M  
   **Answer:** a) Ctrl + N
5. **What does the "Ctrl + P" shortcut do in MS Word?**  
   a) Opens the Print dialog box  
   b) Opens the Page Setup dialog box  
   c) Prints the document immediately  
   d) Changes page orientation  
   **Answer:** a) Opens the Print dialog box
6. **Which feature in MS Word helps you insert repeated text automatically?**  
   a) AutoCorrect  
   b) AutoText  
   c) Text Box  
   d) Quick Parts  
   **Answer:** b) AutoText
7. **What does the “Ctrl + Shift + D” shortcut do?**  
   a) Double underline the text  
   b) Delete the selected text  
   c) Create a bulleted list  
   d) Open the Font dialog box  
   **Answer:** a) Double underline the text
8. **What is the use of the "Ctrl + Enter" shortcut in MS Word?**  
   a) Adds a new line  
   b) Inserts a page break  
   c) Opens a new document  
   d) Inserts a section break  
   **Answer:** b) Inserts a page break
9. **Which tab contains the options for inserting shapes, pictures, and charts?**  
   a) Home  
   b) Insert  
   c) Design  
   d) Review  
   **Answer:** b) Insert
10. **What is the name of the file format that preserves the layout and formatting of a document for sharing?**  
    a) .docx  
    b) .txt  
    c) .pdf  
    d) .html  
    **Answer:** c) .pdf
11. **What does the 'Format Painter' button do?**  
    a) Copies the formatting of selected text or objects  
    b) Pastes the copied content into a new location  
    c) Deletes all formatting from text  
    d) Changes the color of text  
    **Answer:** a) Copies the formatting of selected text or objects
12. **Which tab allows you to create a table of contents?**  
    a) Home  
    b) References  
    c) Review  
    d) View  
    **Answer:** b) References
13. **Which feature in MS Word is used to create letters, labels, and envelopes for multiple recipients?**  
    a) Mail Merge  
    b) Labels Wizard  
    c) Form Field  
    d) Track Changes  
    **Answer:** a) Mail Merge
14. **Which of the following allows you to change the orientation of the document?**  
    a) Insert Tab  
    b) Page Layout Tab  
    c) Review Tab  
    d) View Tab  
    **Answer:** b) Page Layout Tab
15. **How can you insert a hyperlink into a Word document?**  
    a) Ctrl + K  
    b) Ctrl + L  
    c) Ctrl + H  
    d) Ctrl + Y  
    **Answer:** a) Ctrl + K
16. **What does the "Ctrl + Shift + F" shortcut do in MS Word?**  
    a) Opens the Font dialog box  
    b) Inserts a Footnote  
    c) Finds text in the document  
    d) Changes font to bold  
    **Answer:** a) Opens the Font dialog box
17. **Which option in MS Word allows you to add comments to a document?**  
    a) Review > Track Changes  
    b) Review > Comments  
    c) Insert > Text Box  
    d) References > Add Comment  
    **Answer:** b) Review > Comments
18. **Which view allows you to see the document without any formatting, headers, or footers?**  
    a) Web Layout  
    b) Draft  
    c) Outline  
    d) Read Mode  
    **Answer:** b) Draft
19. **What is the shortcut for opening the Spelling and Grammar dialog box?**  
    a) F7  
    b) Ctrl + F7  
    c) Shift + F7  
    d) Alt + F7  
    **Answer:** a) F7
20. **What is the purpose of the 'Split' option in the View tab?**  
    a) To divide the document into multiple sections  
    b) To split the window to view two parts of the same document  
    c) To split the screen for multiple documents  
    d) To create a split column in the text  
    **Answer:** b) To split the window to view two parts of the same document