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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: |

1. **What is the default font in MS Word (2010 and later versions)?**  
   a) Times New Roman b) Arial  
   c) Calibri d) Verdana
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
3. **What is the maximum zoom percentage in MS Word?**  
   a) 200% b) 400%

c) 500% d) 1000%

1. **Which shortcut key is used to create a new document?**  
   a) Ctrl + N b) Ctrl + O  
   c) Ctrl + D d) Ctrl + M
2. **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
3. **Which feature in MS Word helps you insert repeated text automatically?**  
   a) AutoCorrect b) AutoText  
   c) Text Box d) Quick Parts
4. **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
5. **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
6. **Which tab contains the options for inserting shapes, pictures, and charts?**  
   a) Home b) Insert  
   c) Design d) Review
7. **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
8. **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
9. **Which tab allows you to create a table of contents?**  
   a) Home b) References  
   c) Review d) View
10. **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
11. **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
12. **How can you insert a hyperlink into a Word document?**  
    a) Ctrl + K b) Ctrl + L  
    c) Ctrl + H d) Ctrl + Y
13. **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
14. **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
15. **Which view allows you to see the document without any formatting, headers, or footers?**  
    a) Web Layout b) Draft  
    c) Outline d) Read Mode
16. **What is the shortcut for opening the Spelling and Grammar dialog box?**  
    a) F7  
    b) Ctrl + F7  
    c) Shift + F7  
    d) Alt + F7
17. **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