1. **What is the default file extension for Microsoft Word documents in Word 2010 and later?**  
   a) .doc  
   b) .docx  
   c) .txt  
   d) .pdf  
   **Answer:** b) .docx
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  
   **Answer:** a) Ctrl + S
3. **Which tab in the Ribbon contains the options for changing the font style?**  
   a) Insert  
   b) Home  
   c) Design  
   d) Layout  
   **Answer:** b) Home
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  
   **Answer:** c) Triple-click anywhere in the paragraph
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  
   **Answer:** a) Ctrl + Z
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  
   **Answer:** b) Word wrap
7. **Which option in the File menu is used to create a new document?**  
   a) Save  
   b) New  
   c) Open  
   d) Print  
   **Answer:** b) New
8. **Which tool is used to check spelling and grammar in a document?**  
   a) Review Pane  
   b) Spell Check  
   c) Thesaurus  
   d) Grammar Inspector  
   **Answer:** b) Spell Check
9. **What is the function of the "Ctrl + X" shortcut in MS Word?**  
   a) Copy  
   b) Paste  
   c) Cut  
   d) Delete  
   **Answer:** c) Cut
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  
    **Answer:** b) Insert > Page Number
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  
    **Answer:** a) Press Ctrl + B
12. **Which view displays the document as it will appear when printed?**  
    a) Print Layout  
    b) Draft  
    c) Outline  
    d) Web Layout  
    **Answer:** a) Print 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  
    **Answer:** b) Insert > 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  
    **Answer:** b) Copies formatting from one part of the document to another
15. **Which tab in the Ribbon allows you to set page margins?**  
    a) Home  
    b) Insert  
    c) Layout  
    d) Review  
    **Answer:** c) Layout
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  
    **Answer:** b) Ctrl + O
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  
    **Answer:** a) Press Ctrl + 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  
    **Answer:** c) Thesaurus
19. **Which tab contains the "Header and Footer" options?**  
    a) Home  
    b) Insert  
    c) Layout  
    d) View  
    **Answer:** b) Insert
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  
    **Answer:** c) To track edits made to the document
21. **Describe the purpose of the Ribbon in MS Word.**  
    Hint: Mention its layout and how it organizes tools into tabs for easy access.
22. **What is the difference between 'Save' and 'Save As' in MS Word?**  
    Hint: Highlight how they function differently in saving files.
23. **Explain the steps to insert a table into a Word document.**  
    Hint: Focus on the relevant tab and the options available for customizing the table.
24. **What is the function of the 'Find and Replace' feature in MS Word?**  
    Hint: Discuss its utility for searching and modifying text efficiently.
25. **How can you add page numbers to a document in MS Word?**  
    Hint: Describe the tab and options involved in inserting and formatting page numbers.
26. **Describe the purpose of the Ribbon in MS Word.**  
    The Ribbon in MS Word is a user interface element that organizes tools and features into tabs. Each tab (such as Home, Insert, Layout, etc.) contains groups of related commands. For example, the Home tab includes tools for formatting text, while the Insert tab provides options to add tables, images, and other elements. The Ribbon helps users quickly find and use the features they need.
27. **What is the difference between 'Save' and 'Save As' in MS Word?**
    * **Save:** Updates the current document with any changes made, keeping the same file name and location.
    * **Save As:** Allows the user to create a new copy of the document with a different name or in a different location, or to save the document in a different format (e.g., PDF or older Word versions).
28. **Explain the steps to insert a table into a Word document.**
    * Go to the **Insert** tab on the Ribbon.
    * Click on the **Table** button in the Tables group.
    * A grid will appear; use it to select the number of rows and columns for your table.
    * Alternatively, click **Insert Table** for more options, where you can specify the number of rows and columns manually.
    * The table will be inserted into the document, and you can customize it further using the Table Design and Layout tabs.
29. **What is the function of the 'Find and Replace' feature in MS Word?**  
    The 'Find and Replace' feature is used to search for specific text in a document and optionally replace it with new text. It saves time when editing by allowing users to quickly locate and modify multiple instances of the same text. To use it:
    * Press **Ctrl + H** to open the Find and Replace dialog.
    * Enter the text to find in the "Find what" field.
    * Enter the replacement text in the "Replace with" field.
    * Use the Replace or Replace All options to make changes.
30. **How can you add page numbers to a document in MS Word?**
    * Go to the **Insert** tab on the Ribbon.
    * Click on the **Page Number** dropdown in the Header & Footer group.
    * Select the position where you want the page numbers to appear (e.g., Top of Page, Bottom of Page).
    * Choose a style from the list, and the page numbers will be inserted automatically.
    * Use the Header & Footer tools to customize the numbering format, if needed.