**# Microsoft Word 2016 Multiple Choice Questions**

1. Which keyboard shortcut is used to select an entire word in Word 2016?

   a) Ctrl + Click

   b) Double-click

   c) Triple-click

   d) Shift + Click

2. To select an entire paragraph quickly, you should:

   a) Double-click in the left margin

   b) Triple-click anywhere in the paragraph

   c) Press Ctrl + A

   d) Click four times

3. What is the keyboard shortcut to undo the last action?

   a) Ctrl + Z

   b) Ctrl + Y

   c) Ctrl + X

   d) Ctrl + U

4. The maximum number of undo operations available in Word 2016 is:

   a) 100

   b) 200

   c) 300

   d) Unlimited

5. Which method will copy selected text to a new location?

   a) Ctrl + X, then Ctrl + V

   b) Ctrl + C, then Ctrl + V

   c) Ctrl + Z, then Ctrl + Y

   d) Alt + C, then Alt + V

6. The Cut command temporarily stores the selected text in:

   a) Recent Items

   b) Clipboard

   c) Quick Access Toolbar

   d) Status Bar

7. What is the keyboard shortcut to increase font size?

   a) Ctrl + ]

   b) Ctrl + [

   c) Ctrl + >

   d) Ctrl + <

8. Which of these is NOT a basic text formatting option?

   a) Bold

   b) Italic

   c) Strikethrough

   d) Highlight

9. To apply superscript formatting, you can use the keyboard shortcut:

   a) Ctrl + =

   b) Ctrl + Shift + +

   c) Alt + =

   d) Shift + =

10. The Format Painter tool is located in which ribbon tab?

    a) Home

    b) Insert

    c) Layout

    d) View

11. What is the keyboard shortcut to change selected text to uppercase?

    a) Shift + F3

    b) Ctrl + F3

    c) Alt + F3

    d) Ctrl + Shift + F3

12. Which zoom percentage is NOT available in the Zoom dropdown?

    a) 100%

    b) 150%

    c) 175%

    d) 200%

13. To insert a symbol that's not on your keyboard, you should go to:

    a) Insert tab > Symbol

    b) Home tab > Symbol

    c) Review tab > Symbol

    d) View tab > Symbol

14. Which paragraph mark indicates the end of a paragraph?

    a) ¶

    b) ↵

    c) →

    d) ∟

15. A line break is inserted using:

    a) Shift + Enter

    b) Ctrl + Enter

    c) Alt + Enter

    d) Tab + Enter

16. Which alignment option arranges text evenly between margins?

    a) Left

    b) Center

    c) Right

    d) Justify

17. First line indent can be adjusted using:

    a) First Line Indent Marker

    b) Hanging Indent Marker

    c) Left Indent Marker

    d) Right Indent Marker

18. Double line spacing can be set to:

    a) 2.0

    b) 2.5

    c) 3.0

    d) All of the above

19. When should you use paragraph spacing instead of the Enter key?

    a) Between paragraphs

    b) Between lines

    c) Between words

    d) Between characters

20. Which ribbon tab contains the bullet and numbering options?

    a) Home

    b) Insert

    c) Layout

    d) References

21. To modify an existing bullet style, you should:

    a) Right-click the bullet list

    b) Double-click the bullet

    c) Click Define New Bullet

    d) Both A and C

22. Border options can be applied to:

    a) Text only

    b) Paragraphs only

    c) Pages only

    d) All of the above

23. Shading effects can be found in which group on the Home tab?

    a) Font

    b) Paragraph

    c) Styles

    d) Editing

24. The Clear Formatting button is located in:

    a) Font group

    b) Paragraph group

    c) Styles group

    d) Editing group

25. To select a single character, you should:

    a) Double-click it

    b) Triple-click it

    c) Click and drag over it

    d) Ctrl + click it

26. The Redo command keyboard shortcut is:

    a) Ctrl + Y

    b) Ctrl + R

    c) Ctrl + Shift + Z

    d) Both A and C

27. What happens when you press F4 in Word?

    a) Repeats the last action

    b) Opens Find and Replace

    c) Shows/hides formatting marks

    d) Switches between open documents

28. Which feature allows you to copy text formatting without the text itself?

    a) Format Painter

    b) Style Picker

    c) Copy Format

    d) Format Copy

29. To change text case options, you can find the command in:

    a) Font group

    b) Paragraph group

    c) Editing group

    d) Styles group

30. The default font color in Word 2016 is:

    a) Black

    b) Blue

    c) Automatic

    d) Gray

31. When using zoom, which view is best for reading text?

    a) Page Width

    b) Text Width

    c) Whole Page

    d) Multiple Pages

32. Special characters can be inserted using:

    a) Alt + numerical code

    b) Symbol dialog box

    c) Character Map

    d) All of the above

33. Paragraph formatting applies to:

    a) Selected text only

    b) The entire document

    c) The paragraph containing the cursor

    d) All paragraphs in the section

34. Line spacing options include:

    a) Single, 1.5 lines, Double

    b) Multiple

    c) At least, Exactly

    d) All of the above

35. When applying bullets to a list, the default bullet style is:

    a) •

    b) ○

    c) ▪

    d) ▫

36. To remove numbering from a list, you can:

1. Click the Numbering button again
2. Press Backspace at the start of the line
3. Use the Clear Formatting button
4. All of the above

37. Border width options are measured in:

    a) Points

    b) Inches

    c) Pixels

    d) Centimeters

38. Paragraph shading differs from highlighting because:

    a) It can be printed

    b) It applies to entire paragraphs

    c) It offers more color options

    d) All of the above

39. The Show/Hide ¶ button displays:

    a) Paragraphs only

    b) Spaces only

    c) Tabs only

    d) All formatting marks

40. Which of these is NOT a valid text alignment option?

    a) Left

    b) Center

    c) Right

    d) Middle

Answer Key:

1. b) 2. b) 3. a) 4. d) 5. b) 6. b) 7. a) 8. c) 9. b) 10. a)

11. a) 12. c) 13. a) 14. a) 15. a) 16. d) 17. a) 18. d) 19. a) 20. a)

21. d) 22. d) 23. b) 24. a) 25. c) 26. d) 27. a) 28. a) 29. a) 30. c)

31. b) 32. d) 33. c) 34. d) 35. a) 36. d) 37. a) 38. d) 39. d) 40. d)