**# Microsoft Word 2016 Advanced Features Multiple Choice Questions**

1. Which tab contains the Style gallery?

   a) Home

   b) Insert

   c) Design

   d) View

2. To modify an existing style, you should:

   a) Create a new style

   b) Right-click the style and select Modify

   c) Delete and recreate the style

   d) Apply a different theme

3. Where can you find the Design themes in Word 2016?

   a) Home tab

   b) Insert tab

   c) Design tab

   d) View tab

4. Custom fonts can be installed from:

   a) Control Panel

   b) Word Options

   c) Font dialog box

   d) All of the above

5. Which orientation options are available in Word?

   a) Portrait only

   b) Landscape only

   c) Portrait and Landscape

   d) Portrait, Landscape, and Custom

6. The default page margin setting for Normal in Word 2016 is:

   a) 1 inch all sides

   b) 1.25 inches all sides

   c) 1 inch top/bottom, 1.25 inches left/right

   d) 1.25 inches top/bottom, 1 inch left/right

7. To insert a page break, you can press:

   a) Enter multiple times

   b) Ctrl + Enter

   c) Shift + Enter

   d) Alt + Enter

8. Headers and footers appear in which view?

   a) Print Layout only

   b) Draft view only

   c) Web Layout only

   d) All views

9. Where can you insert page numbers?

   a) Header only

   b) Footer only

   c) Both header and footer

   d) Neither header nor footer

10. Cover pages are found in which tab?

    a) Insert

    b) Design

    c) Layout

    d) Home

11. Automatic hyphenation can be set to:

    a) None

    b) Automatic

    c) Manual

    d) All of the above

12. Which is NOT a standard Word view?

    a) Print Layout

    b) Web Layout

    c) Page Layout

    d) Draft

13. The Navigation Pane can be accessed from:

    a) View tab

    b) Home tab

    c) Insert tab

    d) References tab

14. To insert a table, you can:

    a) Use the Insert tab

    b) Draw a table

    c) Insert a quick table

    d) All of the above

15. Which key helps you move to the next cell in a table?

    a) Enter

    b) Tab

    c) Space

    d) Arrow key

16. To select an entire table, you can:

    a) Click the table move handle

    b) Press Ctrl + A inside the table

    c) Use the Select Table option

    d) All of the above

17. When you delete a column in a table:

    a) The table becomes narrower

    b) Adjacent columns expand

    c) The table width stays the same

    d) Depends on table properties

18. Table styles are located in:

    a) Table Design tab

    b) Table Layout tab

    c) Home tab

    d) Insert tab

19. SmartArt can be used to create:

    a) Lists

    b) Processes

    c) Hierarchies

    d) All of the above

20. To modify chart data, you should:

    a) Double-click the chart

    b) Click Edit Data

    c) Open Excel

    d) Use Chart Tools

21. Screenshots can be inserted from:

    a) Currently open windows only

    b) Any window on the screen

    c) Previously saved screenshots only

    d) Web images only

22. To resize a graphic proportionally, hold which key while dragging?

    a) Ctrl

    b) Shift

    c) Alt

    d) Tab

23. The Find and Replace dialog box can be opened with:

    a) Ctrl + F

    b) Ctrl + H

    c) Both A and B

    d) Neither A nor B

24. To switch between open documents, use:

    a) Alt + Tab

    b) Ctrl + Tab

    c) Shift + Tab

    d) Windows + Tab

25. Documents can be arranged:

    a) Side by side

    b) Cascaded

    c) Tiled

    d) All of the above

26. Which style type affects the entire document?

    a) Character style

    b) Paragraph style

    c) Document style

    d) Theme style

27. Theme colors affect:

    a) Text only

    b) Graphics only

    c) Both text and graphics

    d) Neither text nor graphics

28. Custom fonts must be:

    a) TrueType format

    b) OpenType format

    c) Either A or B

    d) Neither A nor B

29. Page size can be set to:

    a) Letter only

    b) A4 only

    c) Custom sizes

    d) Both A and C

30. When you delete a page break:

    a) Content moves to previous page

    b) Content stays on current page

    c) Content is deleted

    d) Content moves to next page

31. Headers and footers can contain:

    a) Text only

    b) Graphics only

    c) Both text and graphics

    d) Neither text nor graphics

32. Different page numbers can be used in:

    a) Different sections

    b) Different pages

    c) Different documents

    d) Different paragraphs

33. Cover pages are:

    a) Always the first page

    b) Can be inserted anywhere

    c) Must be last page

    d) Must be middle page

34. Manual hyphenation allows you to:

    a) Accept/reject each hyphenation

    b) Set hyphenation zones

    c) Both A and B

    d) Neither A nor B

35. Outline view shows:

    a) Headings only

    b) Text only

    c) Graphics only

    d) All content

36. Table cells can contain:

    a) Text only

    b) Graphics only

    c) Formulas only

    d) All of the above

37. Table row height can be set to:

    a) Exact height

    b) Minimum height

    c) Both A and B

    d) Neither A nor B

38. The Chart Tools contextual tab appears when:

    a) Creating a chart

    b) Selecting a chart

    c) Modifying a chart

    d) Both B and C

39. Pictures can be:

    a) Resized

    b) Rotated

    c) Cropped

    d) All of the above

40. Find and Replace can search for:

    a) Text only

    b) Formatting only

    c) Special characters only

    d) All of the above

41. When comparing documents side by side:

    a) Scrolling is synchronized

    b) Editing is disabled

    c) Both A and B

    d) Neither A nor B

42. The Quick Style gallery shows:

    a) All available styles

    b) Recently used styles

    c) Custom styles only

    d) Theme styles only

43. Theme fonts include:

    a) Heading font only

    b) Body text font only

    c) Both heading and body fonts

    d) Neither heading nor body fonts

44. Page margins can be:

    a) Mirrored

    b) Custom

    c) Both A and B

    d) Neither A nor B

45. Navigation Pane shows:

    a) Headings

    b) Pages

    c) Search results

    d) All of the above

46. Table borders can be:

    a) Visible in print only

    b) Visible on screen only

    c) Both visible and invisible

    d) Neither visible nor invisible

47. Chart elements can be:

    a) Added

    b) Removed

    c) Formatted

    d) All of the above

48. Graphics can be aligned:

    a) With text

    b) With page

    c) With other graphics

    d) All of the above

49. When copying between documents:

    a) Formatting is always preserved

    b) Formatting is never preserved

    c) Formatting can be optionally preserved

    d) Formatting is partially preserved

50. Word can open:

    a) One document at a time

    b) Two documents at a time

    c) Multiple documents

    d) Depends on system memory

Answer Key:

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

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

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

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

41. a) 42. b) 43. c) 44. c) 45. d) 46. c) 47. d) 48. d) 49. c) 50. c)