Question: 1

MS word is software of \_\_\_\_

(A) Apple

(B) Android

(C) Google

(D) Microsoft

Question: 2

Which is the word processing software?

(A) Avast

(B) MS word 2007

(C) Google Chrome

(D) Mozilla Firefox

Question: 3

MS Word is \_\_\_\_ software.

(A) Web browser

(B) Word processing

(C) Operating system

(D) Antivirus

Question: 4

The valid format of MS Word is \_\_\_

(A) .exe

(B) .doc

(C) .png

(D) .jpeg

Question: 5

What program is used in MS-Word to check the spelling?

(A) Research

(B) Word Count

(C) Set language

(D) Spelling & Grammar

Question: 6

To show the font dialog box press \_\_\_\_

(A) Ctrl+ P

(B) Ctrl+ D

(C) Ctrl+ B

(D) Ctrl+ Q

Question: 7

A word gets selected by clicking it

(A) Once

(B) Twice

(C) Three times

(D) Four times

Question: 8

A \_\_\_\_\_ identifies a location or a selection of text that you name and identify for future reference.

(A) Footer

(B) Bookmark

(C) Header

(D) Page number

Question: 9

Which option is not available in Microsoft office button?

(A) Bold

(B) New

(C) Save

(D) Open

Question: 10

\_\_\_\_\_ is the change the way text warps around the selected object.

(A) Text wrapping

(B) Indent

(C) Clipart

(D) Line spacing

Question: 11

In the \_\_\_\_\_ we can change the view of the document and set the zoom option.

(A) Home panel

(B) View option toolbar

(C) Ribbon

(D) Title bar

Question: 12

The center the selected text, the shortcut key is

(A) Ctrl + C

(B) Ctrl + E

(C) Ctrl + U

(D) Ctrl + O

Question: 13

To view paragraph marks, clicks on the \_\_\_\_\_ tab, in the paragraph group, click Show/Hide.

(A) View

(B) Home

(C) Page layout

(D) References

Question: 14

What should be done to change the word from â€˜Kiilâ€™ to â€˜Killâ€™?

(A) Add

(B) Typeover

(C) Insert

(D) None of these

Question: 15

A major step before taking print of the document is

(A) To save the document

(B) To set paper setting

(C) To see print preview of the document

(D) Both b and c

Question: 16

Which file are contents readymade styles that can be used for a word document?

(A) Presentation

(B) Letters

(C) Magic wands

(D) Templates

Question: 17

To delete the selected text press

(A) Ctrl

(B) Alt

(C) Home

(D) Delete

Question: 18

Which of the following to justification align the text on both the sides-left and right of margin?

(A) Balanced

(B) Right

(C) Justify

(D) Balanced

Question: 19

\_\_\_\_\_ include the selected text in the index of the document.

(A) Mark entry

(B) Indent

(C) Table

(D) Caption

Question: 20

Communication using a modulated carrier to apply a data signal to a transmission medium in analog form is

(A) Broad band networking

(B) Base band networking

(C) Local area network

(D) Modem

Question: 21

To print a document, press \_\_\_

(A) Ctrl+ P

(B) Alt + p

(C) Tab+ P

(D) None of these

Question: 22

To see the document before the printout is taken, use

(A) Print Preview

(B) Format painter

(C) Cut

(D) Paste

Question: 23

To save a document for the first time, option is used.

(A) Save As

(B) Save first

(C) Save on

(D) Copy

Question: 24

Portrait and Landscape are

(A) Page Layout

(B) Paper Size

(C) Page Orientation

(D) All of above

Question: 25

Which of the following key is used to delete characters to the left of the cursor?

(A) Backspace

(B) Delete

(C) Shift

(D) Alt+Delete

Question: 26

Line spacing is in the \_\_\_\_ of MS Word.

(A) Format tab

(B) View tab

(C) Insert tab

(D) Home tab

Question: 27

\_\_\_\_button reduces the window to an icon but word still remains active.

(A) Close

(B) Restore

(C) Maximize

(D) Minimize

Question: 28

Which term is not related with font?

(A) Font grammar

(B) Font color

(C) Font size

(D) Font face

Question: 29

\_\_\_\_ Button brings word window to the maximum original size.

(A) Scroll

(B) Close

(C) Restore

(D) Minimize

Question: 30

What is the smallest width of a column?

(A) 0"

(B) 1"

(C) 0.5"

(D) 1.5"

Question: 31

Arial, Cambria, Verdana, Times New Roman are the name of \_\_\_\_

(A) Highlights

(B) Font face

(C) Text

(D) Alignment

Question: 32

What feature adjusts the stop and bottom margins so that the text is centered vertically on the printed page?

(A) Vertical centering

(B) Vertical justifying

(C) Vertical adjusting

(D) Dual centering

Question: 33

The feature that keeps track of the right margin is

(A) Left justified

(B) Ragged right

(C) Right justified

(D) Find and replace

Question: 34

To make the selected text bold, the shortcut key is \_\_\_\_

(A) Alt+ B

(B) Shift+ B

(C) Ctrl+ B

(D) Space +H

Question: 35

Which file format cannot be added to a Word document?

(A) .png

(B) .jpg

(C) .kpz

(D) .gif

Question: 36

\_\_\_\_ refers to forward the object one level or to the front of all objects.

(A) Align

(B) Rotate

(C) Bring to front

(D) Send to back

Question: 37

Which of the following is not an option in clipboard?

(A) Cut

(B) Copy

(C) Paste

(D) Page setup

Question: 38

After inset a chart, we edit the data of the chart in

(A) PowerPoint

(B) Word

(C) OneNote

(D) Excel

Question: 39

Changing the appearance of a document is called as \_\_\_

(A) Page orientation

(B) Editing

(C) Finding

(D) Formatting

Question: 40

Sort feature is for \_\_\_ in MS Word document.

(A) Italic

(B) Bold

(C) Highlight

(D) Alphabetize

Question: 41

What is a note or annotation that an author or review adds to a document?

(A) Comment

(B) Caption

(C) Header

(D) Footer

Question: 42

Microsoft Office Word creates a \_\_\_\_ for you when you press ENTER or the SPACEBAR after you type the address of an existing Web page.

(A) Hyperlink

(B) Header

(C) Chart

(D) Footer

Question: 43

Zoom in and out button is available on

(A) Scroll bar

(B) Home tab

(C) Page lauout tab

(D) View option toolbar

Question: 44

What is the blinking symbol on the screen that shows where the next character will appear?

(A) Cursor

(B) Delete key

(C) Arrow key

(D) Return key

Question: 45

The document can be zoom maximum upto

(A) 150%

(B) 200%

(C) 400%

(D) 500%

Question: 46

The bar at the top of the window that bears the name of the window is known as

(A) Title bar

(B) Menu bar

(C) Status bar

(D) Control panel

Question: 47

SmartArt is the feature of \_\_\_\_

(A) Tally

(B) Corel Draw

(C) Photoshop

(D) None of these

Question: 48

The \_\_\_\_ is a customizable toolbar that contains commands that you may want to use.

(A) View option toolbar

(B) Quick access toolbar

(C) Title bar

(D) Ribbon

Question: 49

Go to beginning of a document. press

(A) Home

(B) End

(C) Num Lock

(D) Tab

Question: 50

A (n) \_\_\_\_ lists the terms and topics that are discussed in a document, along with the pages that they appear on.

(A) Table

(B) Index

(C) Indent

(D) Contents

Question: 51

Insert a \_\_\_ to illustrate and compare data.

(A) Hyperlink

(B) Footer

(C) Header

(D) Chart

Question: 52

\_\_\_\_ refers to back the object to one level or to all objects.

(A) Align

(B) Rotate

(C) Bring to front

(D) Send to back

Question: 53

A memory bus is mainly used for communication between

(A) Processor and I/O devices

(B) Processor and memory

(C) Input devices and output devices

(D) I/O devices and SMPS

Question: 54

\_\_\_\_ lines to drop for drop for drop cap.

(A) 2

(B) 3

(C) 4

(D) 5

Question: 55

\_\_\_\_ refers to a title for a part of a document.

(A) Leader characters

(B) Indent

(C) Header

(D) Heading

Question: 56

In word, you can use styles to

(A) format documents

(B) delete text in documents

(C) save changes to documents

(D) makes copies of documents

Question: 57

Change the case of letters by

(A) Alt + F3

(B) Ctrl + F3

(C) Shift + F3

(D) Tab + F3

Question: 58

Which of the following are valid minimum and maximum zoom sizes in MS Word?

(A) 0, 100

(B) 0, 1000

(C) 10, 500

(D) 10, 100

Question: 59

What is the ghosted text or picture behind the content on the page?

(A) Clipart

(B) Watermark

(C) WordArt

(D) All of these

Question: 60

The key F12 opens a

(A) Close dialog box

(B) Save dialog box

(C) Open dialog box

(D) SavaAs dialog box

Question: 61

Which of the following option may be used to change page-size and margins?

(A) Data

(B) Tools

(C) View

(D) Page Setup

Question: 62

The software that is used to create text based document are referred to as

(A) DBMS

(B) Spreadsheet

(C) Word Processors

(D) Presentation

Question: 63

Which of the following is not a type of page margin?

(A) Top

(B) Center

(C) Left

(D) Right

Question: 64

In MS word we insert

(A) Page number

(B) Text Box

(C) Table

(D) All of these

Question: 65

What is used to measure and line up objects in the document?

(A) Ruler

(B) Gridlines

(C) Document map

(D) Thumbnails