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 top and bottom margins so that the text is centred vertcally 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

Question: 66

Which is not a page size in MS Word document?

(A) A3

(B) A4

(C) Letter

(D) Z100

Question: 67

The process of making changes to an existing document is referred to as \_\_\_\_ it.

(A) creating

(B) editing

(C) changing

(D) modifying

Question: 68

User can use \_\_\_\_\_ commands to search for and correct words in a document.

(A) Copy and Paste

(B) Find and Replace

(C) Header and Footer

(D) Print and Print preview

Question: 69

For Paste, Special, the keyboard shortcut key is

(A) Tab + Alt + V

(B) Ctrl + Tab + V

(C) Ctrl + Delete + V

(D) Ctrl + Alt + V

Question: 70

Use \_\_\_\_\_ to follow hyperlink.

(A) Ctrl + Space

(B) Ctrl + Esc

(C) Ctrl + Click

(D) Ctrl + Enter

Question: 71

Microsoft Office is

(A) Shareware

(B) Public domain software

(C) An application suit

(D) Firmware

Question: 72

What is the default page size for word document?

(A) Letter

(B) A4

(C) Legal

(D) None of these

Question: 73

Where all the tabs (Ex. Home tab, insert tab, etc.) are located?

(A) Scroll bar

(B) Ribbon

(C) Title bar

(D) Status bar

Question: 74

\_\_\_\_ refer to numbers that are positioned slightly higher or slightly lower than the text on the line respectively.

(A) Subscript and Superscript

(B) Superscript and Subscript

(C) Superiorscript and Subscript

(D) Subscript and Superiorscript

Question: 75

View the document as it would look as a webpage is

(A) Outline

(B) Print layout

(C) Full screen reading

(D) Web layout

Question: 76

One of the statement is incorrect?

(A) MS Word cannot add highlights.

(B) MS Word can check the spelling.

(C) Mailing tab is in MS Word 2007.

(D) In MS word we insert pictures.

Question: 77

The \_\_\_\_\_ feature in Word automatically corrects certain spelling, typing, and capitalisation or grammar errors.

(A) AutoCorrect

(B) AutoMark

(C) AutoSpell

(D) AutoFix

Question: 78

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

(A) Ctrl + I

(B) Ctrl + Alt + K

(C) Ctrl + J

(D) Ctrl + U

Question: 79

Using Print Preview is useful. When you want to

(A) copy the document

(B) delete the document

(C) save the document

(D) view how the document will appear when printed

Question: 80

From which panel you can insert Header and Footer in MS Word 2007?

(A) Format panel

(B) Review panel

(C) Home Panel

(D) Insert panel

Question: 81

A detailed written description of the programming cycle and the program, along with the test results and a printout of the program is called \_\_\_\_\_

(A) Spreadsheets

(B) Reporting

(C) Output

(D) Documentation

Question: 82

A word processor would be used best to

(A) paint a picture

(B) workout income and expenses

(C) draw a diagram

(D) type a story

Question: 83

\_\_\_\_\_ are advanced features that can speed up editing or formatting you may perform often in a word document.

(A) Comment

(B) Track changes

(C) Ribbon

(D) Macros

Question: 84

To move data from one part of the document to another, following is used.

(A) Cut and Delete

(B) Cut and Paste

(C) Copy and Paste

(D) Copy and Undo

Question: 85

Go to end of a document, press \_\_\_\_\_

(A) Num Lock

(B) Tab

(C) End

(D) Home

Question: 86

Which of the following options is used to display information such a title, page number of the document?

(A) Auto Correct

(B) Header and Footer

(C) Thesaurus

(D) Insert Table

Question: 87

What is a set of unified design elements that provides a look for your document by using color, fonts and graphics?

(A) Highlight

(B) Format painter

(C) Line spacing

(D) Theme

Question: 88

\_\_\_\_\_ is a versatile word processing program that offers flexibility in correcting and revising your work, as well as a number of stylistic options to improve your documents.

(A) Mozilla Firefox

(B) Tally

(C) FoxPro

(D) Microsoft word

Question: 89

To align right the selected text, the shortcut key is

(A) Ctrl + L

(B) Ctrl + R

(C) Ctrl + J

(D) Ctrl + U

Question: 90

To specify margins in word, the user has to select Page Setup option from which menu?

(A) Auto correct

(B) Edit

(C) File

(D) Table

Question: 91

The shortcut key for copy selected text/picture in MS Word is

(A) Ctrl + C

(B) Ctrl + V

(C) Ctrl + X

(D) Ctrl + Y

Question: 92

In \_\_\_\_\_ we can see the status of the document.

(A) Menu bar

(B) Status bar

(C) Ribbon

(D) Title bar

Question: 93

What is a gallery of text styles that you can add to your documents to create decorative effects?

(A) Footer

(B) Header

(C) WordArt

(D) Clipart

Question: 94

What is gutter margin?

(A) Margin is added to the outside of the page when printing

(B) Margin that is added to the binding side of page when printing

(C) Margin that is added to right margin when printing

(D) Margin that is added to the left margin when printing

Question: 95

\_\_\_\_\_ can use to navigate a long document through small pictures of each page.

(A) Thumbnails

(B) Document map

(C) Gridlines

(D) Ruler

Question: 96

A \_\_\_\_\_ is a visual representation of your information that you can quickly and easily create, choosing from among many different layouts, to effectively communicate your message or ideas.

(A) Hyperlink

(B) ClipArt

(C) SmartArt graphic

(D) Table

Question: 97

Press \_\_\_\_\_ to open â€˜Replaceâ€™ dialog box.

(A) Alt + H

(B) Ctrl + H

(C) Ctrl + Alt + H

(D) Tab + H

Question: 98

Drop Cap is a formatting option in MS Word that allows you to insert a

(A) Fancy Small letter

(B) Normal Small letter

(C) Normal Capital letter

(D) All of these

Question: 99

Background color or effects applied on a document is not visible in

(A) Print Preview

(B) Reading view

(C) Web Layout view

(D) Print Layout view

Question: 100

What is place to the left of horizontal scroll bar?

(A) Indicators

(B) Insert tab

(C) View buttons

(D) Ribbon

Question: 101

What is the overall term for creating, editing, formatting, storing, retrieving and printing a text document?

(A) Database Management

(B) Web design

(C) Spreadsheet design

(D) Word processing

Question: 102

The shortcut key to open a new file in MS Word is

(A) Ctrl + N

(B) Ctrl + C

(C) Ctrl + V

(D) Ctrl + X

Question: 3

Press \_\_\_\_\_ to open â€˜Goâ€™ to dialog box.

(A) Ctrl + Alt + G

(B) Tab + G

(C) Ctrl + G

(D) Alt + G

Question: 104

Press \_\_\_\_\_ to open â€˜Findâ€™ dialog box.

(A) Ctrl + Alt + F

(B) Tab + F

(C) Alt + F

(D) Ctrl + F

Question: 105

To cut the selected text, these keys should be pressed

(A) Ctrl + C

(B) Ctrl + D

(C) Ctrl + V

(D) Ctrl + X

Question: 106

If you want to undo an action in a document, then press

(A) Ctrl + R

(B) Ctrl + U

(C) Ctrl + X

(D) Ctrl + Z

Question: 107

If you want to redo an action in a document, then press

(A) Ctrl + R

(B) Ctrl + U

(C) Ctrl + X

(D) Ctrl + Y

Question: 108

The shortcut key for paste selected text/picture in MS Word is

(A) Ctrl + C

(B) Ctrl + X

(C) Ctrl + Y

(D) Ctrl + Z

Question: 109

Just below the toolbar, there is a \_\_\_\_\_ bar.

(A) scroll

(B) task

(C) formula

(D) formatting bar

Question: 110

Turn on \_\_\_\_\_, which allows word to break lines between the syllables of words.

(A) Hyphenation

(B) Hyperlink

(C) Footer

(D) Header