Microsoft Word

1. Which of the following is MS Office Suite's software program?

    A. Microsoft Word
    B. Microsoft Excel
    C. Microsoft PowerPoint
    D. All of the above

Answer: D) All of the above

Explanation:

Microsoft Word, Microsoft Excel and Microsoft PowerPoint are all MS Office Suite's software program.

2. Microsoft Word is a _____.

    A. Computer Hardware Program
    B. Computer Non-application Program
    C. Computer Application Program
    D. None of the above

Answer: C) Computer Application Program

Explanation:

Microsoft Word is a Computer Application Program.

3. What is MS Word used for?

    A. Design Pictures
    B. Design Videos
    C. Paint
    D. Design Texts

Answer: D) Design Texts

Explanation:

MS Word is used to design texts.

4. Which of the following is NOT present in MS Word?

    A. Word Count
    B. Font Size
    C. Brush
    D. Page Margin

Answer: C) Brush

Explanation:

Brush is NOT present in MS Word.

5. Documents can be _____ with MS Word.

    A. Created
    B. Edited
    C. Saved
    D. All of the above

Answer: D) All of the above

Explanation:

Documents can be created, edited and saved with MS Word.

6. Microsoft Word was released in which year?

    A. 1981
    B. 1982
    C. 1983
    D. 1984

Answer: C) 1983

Explanation:

Microsoft Word was released in the year 1983.

7. What was the initial name of Microsoft Word when it was released?

A. Multi-Technique Word
B. Multi-Transition Word
C. Multi-Type Word
D. Multi-Tool Word

Answer: D) Multi-Tool Word

Explanation:

The initial name of Microsoft Word when it was released was Multi-Type Word.

8. What is meant by the concept of WYSIWYG in MS Word?

A. What You See Is What You Get
B. What You Seek Is What You Get
C. What You See Is What You Give
D. What You Seek Is What You Give

Answer: A) What You See Is What You Get

Explanation:

In MS Word, WYSIWYG means What You See Is What You Get.

9. Office Button is symbolized with which feature on MS Word?

A. Paper
B. Ribbon
C. Arrow
D. Office

Answer: B) Ribbon

Explanation:

Office Button is symbolized with Ribbon feature on MS Word.

10. Which of the following option is provided by Office Button?

A. Open
B. Save
C. Print
D. All of the above

Answer: D) All of the above

Explanation:

Open, Save, Print, etc. is present as options in Office Button.

11. Where is Office Button located in MS Word?

A. Left Upper
B. Left Bottom
C. Right Upper
D. Right Bottom

Answer: A) Left Upper

Explanation:

Office Button is located at Left Upper side in MS Word or all Office 2007 programs.

12. Which of the following option is NOT present in Office Button?

A. Prepare
B. Send
C. Publish
D. None of the above

Answer: D) None of the above

Explanation:

The options present in Office Button are:

- New
- Open
- Save
- Save As
- Print
- Prepare
- Send
- Publish
- Close

13. Quick Access Toolbar is present at _____ of Office Button in MS Word.

A. Up
B. Down
C. Left
D. Right

Answer: D) Right

Explanation:

Quick Access Toolbar is present at right of the Office Button in MS Word.

14. Which commands are present in Quick Access Toolbar?

A. Save
B. Undo
C. Redo
D. All of the above

Answer: D) All of the above

Explanation:

Save, Undo, Redo, etc. are all present in Quick Access Toolbar.

15. Which of the following command is NOT present in Quick Access Toolbar?

A. Draw Table
B. E-mail
C. Print Preview
D. Prepare

Answer: D) Prepare

Explanation:

Prepare is NOT present in Quick Access Toolbar but Office Button.

16. Title Bar is present at the _____ of the Quick Access Toolbar.

A. Up
B. Down
C. Left
D. Right

Answer: D) Right

Explanation:

Title Bar is present at the right of the Quick Access Toolbar.

17. Microsoft Office 2007 introduced the Ribbon as a _____ element.

A. User Index
B. User Interface
C. User Indent
D. User Initiate

Answer: B) User Interface

Explanation:

Microsoft Office 2007 introduced the Ribbon as a User Interface element.

18. Ribbon is located _____Quick Access Toolbar and Title Bar in MS Word.

    A. Left
    B. Right
    C. Above
    D. Below

Answer: D) Below

Explanation:

Ribbon is located below Quick Access Toolbar and Title Bar in MS Word.

19. How many tabs are there in Ribbon in MS Word?

    A. 6
    B. 7
    C. 8
    D. 9

Answer: B) 7

Explanation:

There are 7 tabs in Ribbon in MS Word.

20. Which of the following is a tab in Ribbon in MS Word?

    A. Home
    B. Insert
    C. Page Layout
    D. All of the above

Answer: D) All of the above

Explanation:

The tabs present in Ribbon in MS Word are –

    i.   Home
    ii.   Insert
    iii.   Page Layout
    iv.   References
    v.   Mailing
    vi.   Review
    vii.   View

21. Which of the following tab is the default in MS Word?

    A. Home
    B. Insert
    C. Page Layout
    D. Reference

Answer: A) Home

Explanation:

Home tab is the default in MS Word.

22. How many groups of related commands are there in Home tab?

    A. 4
    B. 5
    C. 6
    D. 7

Answer: B) 5

Explanation:

There are 5 groups of related commands in Home tab.

23. Which of the following is NOT present as a command in Home tab?

    A. Clipboard
    B. Font
    C. Paragraph

D. None of the above

Answer: D) None of the above

Explanation:

The commands present in Home tab are –

i.   Clipboard
ii. Font
iii. Paragraph
iv. Styles
v.   Editing

24. Which of the following document settings can be changed from Home tab?

A. Font Size
B. Adding Bullets
C. Adjusting Styles
D. All of the above

Answer: D) All of the above

Explanation:

The documents settings that can be changed from Home tab are –

i.   Font Size
ii. Adding Bullets
iii. Adjusting Styles, etc.

25. Which of the following is the 2nd tab in the Ribbon?

A. Home
B. Insert
C. Page Layout
D. References

Answer: B) Insert

Explanation:

Insert tab is the 2nd tab in the Ribbon.

26. Which of the following can be added using Insert tab?

A. Table
B. Picture
C. Clip Art
D. All of the above

Answer: D) All of the above

Explanation:

The following can be added using Insert tab –

i.   Table
ii. Picture
iii. Clip Art
iv. Shape
v.   Page Number, etc.

27. Which of the following is NOT a command in Insert tab?

A. Page
B. Table
C. Link
D. Style

Answer: D) Style

Explanation:

Style is a command in Home tab and not in Insert tab.

28. Which of the following can be changed using Page layout tab?

A. Theme
B. Page Setup

C. Arrange
D. All of the above

Answer: D) All of the above

Explanation:

Using Page Layout tab, the following can be changed –

i.	Theme
ii.	Page Setup
iii.	Page Background
iv.	Paragraph
v.	Arrange

29. Which of the following tab is used to add the document citation?

A. Home
B. Insert
C. Page Layout
D. References

Answer: D) References

Explanation:

References tab is used to add the document citation.

30. How many commands are present in References tab?

A. 4
B. 5
C. 6
D. 7

Answer: C) 6

Explanation:

References tab has group of 6 commands.

31. Which of the following is a group of related command in References tab?

A. Table of Contents
B. Footnotes
C. Citations & Bibliography
D. All of the above

Answer: D) All of the above

Explanation:

The name of the group of related commands in References tab is –

i.	Table of Contents
ii.	Footnotes
iii.	Citations & Bibliography
iv.	Captions
v.	Index
vi.	Table of Authorities

32. Which of the following is the least-often used tab in Ribbon?

A. Home
B. Insert
C. Mailings
D. References

Answer: C) Mailings

Explanation:

Mailings tab is the least-often used tab in Ribbon.

33. What can be done using Mailings tab?

A. Merge emails
B. Write & Insert Fields
C. Preview Results
D. All of the above

Answer: D) All of the above

Explanation:

Using Mailings tab we can –

i. Create
ii. Merge emails
iii. Write & Insert Fields
iv. Preview Results
v. Finish

34. Which of the following command is not present in Review tab?

A. Proofing
B. Comments
C. Tracking
D. None of the above

Answer: D) None of the above

Explanation:

The commands that are present in Review tab are –

i. Proofing
ii. Comments
iii. Tracking
iv. Changes
v. Compare
vi. Protect

35. Using View tab, we can switch between –

A. Single Page and Two Page Views
B. Two Page and Three Page Views
C. Single Page and Three Page Views
D. Single Page and Multiple Page Views

Answer: A) Single Page and Two Page Views

Explanation:

Using View tab, we can switch between Single Page and Two Page Views.

36. Which of the following is a layout tool?

A. Boundaries
B. Guides
C. Rulers
D. All of the above

Answer: D) All of the above

Explanation:

The layout tools are –

i. Boundaries
ii. Guides
iii. Rulers, etc.

37. How many groups of commands is there in View tab?

A. 5
B. 6
C. 7
D. 8

Answer: A) 5

Explanation:

There are 5 groups of command in View tab.

38. Which of the following is a command in View tab?

A. Document Views
B. Show/Hide
C. Zoom
D. All of the above

Answer: D) All of the above

Explanation:

The commands present in the View tab are –

i. Document Views
ii. Show/Hide
iii. Zoom
iv. Window
v. Macros

39. Ruler is present _____the Ribbon.

A. Above
B. Below
C. Left
D. Right

Answer: B) Below

Explanation:

Ruler is present below the Ribbon.

40. With the help of Ruler, one can change the _____ of the document.

A. Design
B. Text
C. Image
D. Format

Answer: D) Format

Explanation:

With the help of Ruler, one can change the format of the document.

41. Which of the following doesn't come under Text Basics?

A. Insert Text
B. Delete Text
C. Save the document
D. Apply a Style

Answer: D) Apply a Style

Explanation:

Apply a Style doesn't come under Text Basics Category but in Formatting Paragraphs.

42. Using Word, you can insert text and create new documents by following the steps listed below:

i. **Look for the Microsoft Word icon in the start menu**
ii. **In the text area below the ribbon your cursor will blink or you'll see an insertion point**
iii. **The insertion point can be changed by pressing space, enter, or tab**
iv. **Open the Microsoft Word document by clicking the icon**
v. **After you start typing, your words will appear in the text area as you type**

Select the correct order of the steps provided above:

A. i > iv > ii > v > iii
B. i > ii > iv > v > iii
C. i > v > iii > ii > iv
D. i > ii > iii > iv > v

Answer: A) i > iv > ii > v > iii

Explanation:

Using Word, you can insert text and create new documents by following the steps listed below:

i. Look for the Microsoft Word icon in the start menu
ii. Open the Microsoft Word document by clicking the icon
iii. In the text area below the ribbon your cursor will blink or you'll see an insertion point
iv. After you start typing, your words will appear in the text area as you type
v. The insertion point can be changed by pressing space, enter, or tab

43. Which of the following comes under the methodology to delete the text?

    A. Press Backspace on the keyboard after placing the cursor over the text
    B. Press the Delete key after placing the cursor to the left of the text
    C. Press Backspace or Delete to delete the selected text
    D. All of the above

Answer: D) All of the above

Explanation:

Different methodology to delete the text is –

    i.   Press Backspace on the keyboard after placing the cursor over the text
    ii.   Press the Delete key after placing the cursor to the left of the text
    iii. Press Backspace or Delete to delete the selected text
    iv. Replace the text with the new text by selecting it and typing over it.

44. In order to select a single word –

    A. Single Click within the word
    B. Double Click within the word
    C. Right Click within the word
    D. Scroll in Word

Answer: B) Double Click within the word

Explanation:

In order to select a single word, double click within the word.

45. A _____ within the paragraph will select the entire paragraph.

    A. Single-click
    B. Double-click
    C. Triple-click
    D. Scroll

Answer: C) Triple-click

Explanation:

A triple-click within the paragraph will select the entire paragraph.

46. Which of the following is the correct order to select the entire document?

    A. Home > Editing > Select All > Select
    B. Home > Select All > Select > Editing
    C. Home > Editing > Select > Select All
    D. Home > Select All > Editing > Select

Answer: C) Home > Editing > Select > Select All

Explanation:

The correct order to select the entire document is Home > Editing > Select > Select All

47. What is the keyboard shortcut to Select All?

    A. Ctrl + R
    B. Ctrl + Alt
    C. Ctrl + Enter
    D. Ctrl + A

Answer: D) Ctrl + A

Explanation:

The keyboard shortcut to Select All is Ctrl+A.

48. Which of the following keyboard shortcut is used to select the text in the direction of the arrow key?

    A. Ctrl + Arrow
    B. Shift + Arrow

C. Ctrl + Shift
D. Ctrl + S

Answer: B) Shift + Arrow

Explanation:

The keyboard shortcut to select the text in the direction of the arrow key is Shift + Arrow.

49. In order to Copy and Paste Text in MS Word –

i. **In the Home tab, click Paste**
ii. **Copy and paste the text by placing the cursor there**
iii. **Click the Copy option on the Home tab**
iv. **To copy a text, choose it**

Select the correct order:

A. i > ii > iii > iv
B. ii > iii > iv > i
C. iii > iv > I > ii
D. iv > iii > ii > i

Answer: D) iv > iii > ii > i

Explanation:

The correct order to copy and paste text in MS Word is –

i. To copy a text, choose it
ii. Click the Copy option on the Home tab
iii. Copy and paste the text by placing the cursor there
iv. In the Home tab, click Paste

50. _____option appears in the menu to Copy the text and _____option appears in the menu to Paste the text.

A. Copy, Paste
B. Paste, Copy
C. Copy, Cut
D. Cut, Paste

Answer: A) Copy, Paste

Explanation:

Copy option appears in the menu to Copy the text and Paste option appears in the menu to Paste the text.

51. Which option is correct to save the document in MS Word?

A. Save
B. Save As
C. Ctrl+S
D. All of the above

Answer: D) All of the above

Explanation:

The options through which we can save the document in MS Word are –

i. Save
ii. Save As
iii. Ctrl+S

52. There will be a _____ line underlined if any contextual errors are found in the document.

A. Red
B. Green
C. Blue
D. Yellow

Answer: C) Blue

Explanation:

There will be a blue line underlined if any contextual errors are found in the document.

53. A _____ line will be drawn underlined if a spelling mistake is found in the document.

  A. Red
  B. Green
  C. Yellow
  D. Orange

Answer: A) Red

Explanation:

A red line will be drawn underlined if a spelling mistake is found in the document.

54. There is a _____ underline on the text of any grammar mistakes in the document.

  A. Orange
  B. Green
  C. Black
  D. Purple

Answer: B) Green

Explanation:

There is a green underline on the text of any grammar mistakes in the document.

55. In order to correct the errors in MS Word–

  i. **Suggestions appear in a list**
  ii. **The cursor should be placed over the text that needs to be corrected**
  iii. **Use the right-click menu to select**
  iv. **With a left click, select the correct word**

Select the correct order:

  A. II > III > IV > I
  B. II > IV > III > I
  C. II > III > I > IV
  D. II > I > III > IV

Answer: C) II > III > I > IV

Explanation:

The correct order of steps to correct the errors in MS Word:

  i. The cursor should be placed over the text that needs to be corrected
  ii. Use the right-click menu to select
  iii. Suggestions appear in a list
  iv. With a left click, select the correct word

56. Which of the following is automatically counted in MS Word?

  A. Number of Words
  B. Number of Pages
  C. Number of Characters
  D. All of the above

Answer: D) All of the above

Explanation:

The following can be automatically counted in MS Word:

  i. Number of Words
  ii. Number of Pages
  iii. Number of Characters
  iv. Number of Paragraphs
  v. Number of Lines

57. Where is the Word Count shown in MS Word?

  A. Ribbon
  B. Task Bar
  C. Status Bar
  D. View

Answer: C) Status Bar

Explanation:

The Word Count is shown in the Status Bar in MS Word.

58. In order to change the font size in MS Word –

   i.   **Choose the text you want to change**
   ii. **Locate the Font group under the Home tab**
   iii. **Select font size from the drop-down arrow in the Font group**
   iv. **An options menu appears for font size**
   v.   **Click the left mouse button to select the font size**
   vi. **You can increase or decrease the font size by selecting the text and clicking the buttons**

The correct order is –

   A. I > ii > iii > iv > vi > v
   B. I > ii > iii > v > iv > vi
   C. I > iii > ii > iv > v > vi
   D. I > ii > iii > iv > v > vi

Answer: D) I > ii > iii > iv > v > vi

Explanation:

The correct order of steps to change the font size of MS Word is –

   i.   Choose the text you want to change
   ii. Locate the Font group under the Home tab
   iii. Select font size from the drop-down arrow in the Font group
   iv. An options menu appears for font size
   v.   Click the left mouse button to select the font size
   vi. You can increase or decrease the font size by selecting the text and clicking the buttons

59. In order to change the font to Bold, click _____ and in order to change the font to italic, click _____.

   A. Ctrl + I, Ctrl + B
   B. Ctrl + B, Ctrl + I
   C. Ctrl + U, Ctrl + P
   D. Ctrl + P, Ctrl + U

Answer: B) Ctrl + B, Ctrl + I

Explanation:

In order to change the font to Bold, click Ctrl + B and in order to change the font to italic, click Ctrl + I.

60. In Home tab, which group can help us to change the font color?

   A. Clipboard
   B. Font
   C. Paragraph
   D. Styles

Answer: B) Font

Explanation:

In Home tab, with the help of Font group, we can change the font color.

61. Steps to change the text case in a document are –

   i.   **You can change any text by selecting it**
   ii. **Locate the Font group under the Home tab**
   iii. **In the 'Change Case' button, click the drop-down arrow**
   iv. **The menu displays text case options**
   v.   **To select a case, click the left mouse button**

Select the correct order –

   A. i > ii > iii > v > iv
   B. i > iii > ii > iv > v
   C. i > iii > ii > v > iv
   D. i > ii > iii > iv > v

Answer: D) i > ii > iii > iv > v

Explanation:

The correct order of steps to change the text case in a document is –

   i.   You can change any text by selecting it
   ii. Locate the Font group under the Home tab
   iii. In the 'Change Case' button, click the drop-down arrow
   iv. The menu displays text case options
   v.   To select a case, click the left mouse button

62. How many options are there in case menu?

   A. 3
   B. 4
   C. 5
   D. 6

Answer: B) 4

Explanation:

There are 5 options presented in the case menu.

63. Which of the following is NOT present in Case Menu?

   A. Sentence Case
   B. Lowercase
   C. Uppercase
   D. None of the above

Answer: D) All of the above

Explanation:

The options present in Case Menu are –

   i.   Sentence case
   ii.   Lowercase
   iii.   Uppercase
   iv.   Capitalize Each Word
   v.   Toggle Case

64. What does Sentence Case Option do?

   A. Capitalization of the first letter of each sentence
   B. Capitalization of the first letter of each word
   C. Capitalization of each letter of the text
   D. Capitalization of every first letter of each word in the sentence

Answer: A) Capitalization of the first letter of each sentence

Explanation:

Sentence case option does the capitalization of the first letter of each sentence.

65. What does Capitalize Each Word Option do?

   A. Capitalization of each word in the sentence
   B. Capitalization of first letter of each word
   C. Capitalization of the first letter of each sentence
   D. Capitalization of the last letter of each sentence

Answer: B) Capitalization of first letter of each word

Explanation:

Capitalize Each Word Option does the capitalization of first letter of each word.

66. Which option in Case Menu allows us to shift the text case between two different case views?

   A. Lowercase
   B. Uppercase
   C. Toggle Case
   D. None of the above

Answer: C) Toggle Case

Explanation:

Toggle Case option in Case Menu allows us to shift the text case between two different case views.

67. Paragraph group is present under which tab?

   A. Home
   B. Insert

C. Page Layout
D. References

Answer: A) Home

Explanation:

Paragraph group is present under Home tab.

68. How many alignment options are present in Paragraph group?

A. 3
B. 4
C. 5
D. 6

Answer: B) 4

Explanation:

There are 4 alignment options presented in Paragraph group.

69. Which of the following is present in Alignment Option?

A. Align Text Left
B. Center
C. Align Text Right
D. All of the above

Answer: D) All of the above

Explanation:

The following options are present in Alignment –

i.   Align Text Left
ii. Center
iii. Align Text Right
iv. Justify

70. What does Justify option do?

A. It aligns the text to left margin
B. It aligns the text to right margin
C. It aligns the text to both left and right margin
D. It aligns the text to center

Answer: C) It aligns the text to both left and right margin

Explanation:

Justify option aligns the text to both left and right margin.

71. A _____ lets you place a block of text at a specific location within your document.

A. Block
B. Font
C. Format
D. Text Box

Answer: D) Text Box

Explanation:

A text box lets you place a block of text at a specific location within your document.

72. Method to insert a text box in MS Word –

i.   **To draw a text box, select 'Draw Text Box'**
ii. **Draw the box of desired dimensions by left clicking the mouse and holding it down**
iii. **The cursor appears as a cross**

Select the correct order –

A. i > ii > iii
B. i > iii > ii
C. ii > I > iii
D. ii > iii > i

Answer: B) i > iii > ii

Explanation:

The correct order of method to insert a text box in MS Word is –

i. To draw a text box, select 'Draw Text Box'
ii. The cursor appears as a cross
iii. Draw the box of desired dimensions by left clicking the mouse and holding it down

73. Bold, Italic and Underline commands are present in which group in Home tab?

A. Clipboard
B. Font
C. Paragraph
D. Styles

Answer: B) Font

Explanation:

Bold, Italic and Underline commands are present in Font group in Home tab.

74. What is the function of bold option?

A. Bolding your document's text is possible with it
B. Your document can be italicized with this option
C. Underlining your document is possible with it
D. None of the above

Answer: A) Bolding your document's text is possible with it

Explanation:

The function of Bold option is to bold your document text.

75. You can underline your document's text with _____.

A. Italic
B. Strikethrough
C. Underline
D. Bold

Answer: C) Underline

Explanation:

You can underline your document's text with underline.

76. Under which group in Home tab you can create first line indent?

A. Clipboard
B. Font
C. Paragraph
D. Styles

Answer: C) Paragraph

Explanation:

Under Paragraph group in Home tab you can create first line indent.

77. Under which section can we change the first line indent in Special field?

A. Indents and Spacing
B. Line and Page Breaks
C. Both a and b
D. None of the above

Answer: A) Indents and Spacing

Explanation:

Under Indents and Spacing section we can change the first line indent in Special field.

78. We can apply styles in which tab?

    A. Home
    B. Insert
    C. Page Layout
    D. References

Answer: A) Home

Explanation:

We can apply styles in Home tab.

79. Under which option in Styles task pane can we customize style?

    A. Customize
    B. Modify
    C. Change
    D. Update

Answer: B) Modify

Explanation:

Under Modify option in Styles we can customize style.

80. Using which button can we add new style from Styles task pane?

    A. Style Inspector
    B. Manage Styles
    C. New Style
    D. None of the above

Answer: C) New Style

Explanation:

Under New Style button we can add new style from Styles task pane.

81. Which of the following is a type of Page Orientation?

    A. Portrait
    B. Landscape
    C. Both A. and B.
    D. None of the above

Answer: C) Both A. and B.

Explanation:

Portrait and Landscape are the types of Page Orientation.

82. Portrait and Landscape are present under which command in Page Layout group?

    A. Margins
    B. Size
    C. Columns
    D. Orientation

Answer: D) Orientation

Explanation:

Portrait and Landscape are present under Orientation command in Page Layout group.

83. What is the default paper size in MS Word?

    A. 8*11
    B. 8.5*11
    C. 8*11.5
    D. 8.5*11.5

Answer: B) 8.5*11

Explanation:

The default paper size in MS Word is 8.5*11.

84. Documents have a _____ to separate their text from their borders.

    A. Text
    B. Border
    C. Space
    D. Margin

Answer: D) Margin

Explanation:

Documents have a Margin to separate their text from their borders.

85. Word documents contain _____, which appear at the top and bottom of the document, respectively.

    A. Headers and Footers
    B. Footers and Headers
    C. Headers
    D. Footers

Answer: A) Headers and Footers

Explanation:

Word documents contain headers and footers, which appear at the top and bottom of the document, respectively.

86. Which of the following is the command present in Deign tab to modify the table?

    A. Table Style
    B. Table Styles
    C. Draw Borders
    D. All of the above

Answer: D) All of the above

Explanation:

The following commands are present in Design tab to modify the table:

    i.   Table Style
    ii.   Table Styles
    iii.   Draw Borders

87. Below is a step-by-step guide to adding smart art graphics:

    i.   **Please select the graphic**
    ii.   **If the task pane does not appear, click the arrow on the left side of the graphic to reveal it**
    iii.   **The text will be displayed in the graphic if it is entered in task pane fields**
    iv.   **If you have a graphic with a text area, you can type directly in there as well**
    v.   **Click outside the graphic once you've entered the text and closed the task pane**

Select the correct order –

    A. i > ii > iii > iv > v
    B. i > ii > iii > v > iv
    C. i > iii > ii > iv > v
    D. i > iii > iv > ii > v

Answer: A) i > ii > iii > iv > v

Explanation:

The correct order of steps to add the smart art graphics:

    i.   Please select the graphic
    ii.   If the task pane does not appear, click the arrow on the left side of the graphic to reveal it
    iii.   The text will be displayed in the graphic if it is entered in task pane fields
    iv.   If you have a graphic with a text area, you can type directly in there as well
    v.   Click outside the graphic once you've entered the text and closed the task pane

88. _____ is a picture or a graphic that can be added to a document.

    A. Clickart
    B. Clusterart

C. Coldart
D. Clipart

Answer: D) Clipart

Explanation:

Clipart is a picture or a graphic that can be added to a document.

89. Which of the following is a type of checkbox available in MS Word?

A. A non-clickable checkbox
B. A clickable checkbox
C. Both A. and B.
D. None of the above

Answer: C) Both A. and B.

Explanation:

There are two types of checkboxes available in MS Word –

i. A non-clickable checkbox
ii. A clickable checkbox

90. Which of the following is an advantage to convert a word file into PDF file?

A. Ensure that the document is formatted correctly
B. Mobile devices are more compatible with PDF files than with Word documents.
C. Data encryption is supported by PDF
D. All of the above

Answer: D) All of the above

Explanation:

The advantages to convert a word file into a PDF file are –

i. Ensure that the document is formatted correctly
ii. Mobile devices are more compatible with PDF files than with Word documents.
iii. Data encryption is supported by PDF
iv. Fix spacing issue

91. Using which many methods can the horizontal line be inserted in MS Word?

A. With Shape Tab
B. With Shift + Dash ('-') Key
C. With Border from the Ribbon
D. All of the above

Answer: D) All of the above

Explanation:

Using these 4 methods we can insert horizontal lines in MS Word –

i. With Shape Tab
ii. With Shift + Dash ('-') Key
iii. With Border from the Ribbon
iv. With characters such as -----, _____, ****, ####, ~~~~ from the keyboard

92. Which of the following type of Border can be added in MS Word?

A. Colourful
B. Text
C. Picture
D. All of the above

Answer: D) All of the above

Explanation:

The following type of Borders can be added in MS Word –

i. Colourful
ii. Text
iii. Picture
iv. Paragraph
v. Custom

93. Which of the following is a type of page break present in MS Word?

    A. Double Page Break
    B. Column Break
    C. Text Indentation Break
    D. Row Break

Answer: B) Column Break

Explanation:

Column Break is a type of page break present in MS Word.

94. Method to add a hyperlink in MS Word through keyboard is –

    i.   **You can insert a hyperlink in Word if you have an open document.**
    ii.   **The website address should be typed in**
    iii.   **The web address has now been automatically converted into a hyperlink in Word.**
    iv.   **Then press ENTER or the SPACEBAR key after the webpage address.**

Select the correct order –

    A. i > ii > iii > iv
    B. i > iii > iv > ii
    C. i > ii > iv > iii
    D. ii > i > iv > iii

Answer: C) i > ii > iv > iii

Explanation:

The correct order of step in which a hyperlink can be added in MS Word through keyboard is –

    i.   You can insert a hyperlink in Word if you have an open document.
    ii.   The website address should be typed in
    iii.   Then press ENTER or the SPACEBAR key after the webpage address.
    iv.   The web address has now been automatically converted into a hyperlink in Word.

95. What is the default margin set in MS Word?

    A. 0.5 Inch
    B. 1 Inch
    C. 1.5 Inch
    D. 0.1 Inch

Answer: B) 1 Inch

Explanation:

The default margin set in MS Word is 1 Inch.

96. A document's margins are adjusted using the _____ in Microsoft Word.

    A. Margin
    B. Border
    C. Space
    D. Indent

Answer: D) Indent

Explanation:

A document's margins are adjusted using the indent in Microsoft Word.

97. Which of the following is a type of Indent in MS Word?

    A. Hanging
    B. First Line
    C. Left & Right
    D. All of the above

Answer: D) All of the above

Explanation:

There are following types of Indents in MS Word –

    i.   Hanging
    ii.   First Line
    iii.   Left & Right

98. Which of the following is an advantage of Pie Chart?

    A. Pie charts lose their effectiveness when there are a lot of data points to use
    B. Information is quickly understandable and can be analyzed immediately
    C. Exact values cannot be determined from the data.
    D. The comparison of data slices on a Pie chart is problematic

Answer: B) Information is quickly understandable and can be analyzed immediately

Explanation:

The advantage of the Pie Chart is that in Pie Chart information is quickly understandable and can be analyzed immediately.

99. Subscript and Superscript symbols are _____ and _____ respectively in Font group of the Home tab?

    A. X_2 and X^2
    B. X^2 and X_2
    C. X^2 and ^2X
    D. $_2X$ and X^2

Answer: A) X_2 and X^2

Explanation:

Subscript and Superscript symbols are X_2 and X^2 respectively in Font group of the Home tab.

100. As the measurement unit, _____is/are used in Ruler.

    A. Inch
    B. Centimetre
    C. Both A. and B.
    D. None of the above

Answer: C) Both A. and B.

Explanation:

As the measurement unit, Inches and Centimetres are used in Ruler.