

Microsoft Word Quiz: 25 Multiple-Choice Questions

1. To save a document for the first time, you can go to which tab and select "Save As"?

- A. Home
- B. Insert
- C. File
- D. View

Answer: C

2. Which option is found under the File tab and is used to change the document's properties and metadata?

- A. Options
- B. Print
- C. Share
- D. Export

Answer: A

3. To create a new, blank document, you would typically use which command on the File tab?

- A. Open
- B. New
- C. Save
- D. Export

Answer: B

4. On the File tab, which command allows you to save a document as a different file type, such as a PDF?

- A. Print
- B. Save
- C. Export
- D. Close

Answer: C

5. The Home tab is the default tab that opens when you launch MS Word. Which of the following groups is not on the Home tab?

- A. Font
- B. Paragraph
- C. Styles
- D. Page Setup

Answer: D

6. Which group on the Home tab contains commands for changing a text's font, size, color, and case?

- A. Clipboard
- B. Font
- C. Paragraph
- D. Editing

Answer: B

7. To change the alignment of a paragraph to be centered, you would use a command in which group on the Home tab?

- A. Styles
- B. Font
- C. Paragraph
- D. Editing

Answer: C

8. The "Replace" command, used to find and replace text throughout a document, is located in which group on the Home tab?

- A. Clipboard
- B. Paragraph
- C. Font
- D. Editing

Answer: D

9. To create a bulleted or numbered list, you would use a command found on the Home tab in the Paragraph group.

- A. True
- B. False

Answer: A

10. Which tab would you go to if you wanted to insert a blank page, a table, or a picture into your document?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

11. To add a page number to the top or bottom of every page in your document, you would use the "Header & Footer" group on the Insert tab.

- A. True
- B. False

Answer: A

12. The "Text Box" command, which allows you to insert a movable box for text, is located in the Text group on the Insert tab.

- A. True
- B. False

Answer: A

13. What is the primary purpose of the Draw tab?

- A. To insert pre-formatted shapes.
- B. To manually draw or write with a mouse or stylus.
- C. To create charts and graphs.
- D. To add borders around a document.

Answer: B

14. The "Ink to Shape" and "Ink to Math" commands, which convert freehand drawings into perfect shapes or mathematical equations, are found on which tab?

- A. Home
- B. Insert
- C. Draw
- D. Design

Answer: C

15. To apply a pre-set color scheme and font style to the entire document, you would use the "Themes" feature on which tab?

- A. Home
- B. Insert
- C. Draw
- D. Design

Answer: D

16. What command on the Design tab allows you to add a faint, transparent image or text behind the document's content?

- A. Page Color
- B. Page Borders
- C. Watermark
- D. Themes

Answer: C

17. If you want to change the color of the document's background, which command on the Design tab would you use?

- A. Watermark
- B. Page Borders
- C. Page Color
- D. Themes

Answer: C

18. To adjust the top, bottom, left, and right spacing of the page, you would use which command on the Layout tab?

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

Answer: B

19. Which command on the Layout tab is used to change a document from portrait to landscape or vice versa?

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

Answer: C

20. If you want to divide your document into two or three vertical sections of text, which command would you use on the Layout tab?

- A. Columns
- B. Breaks
- C. Page Setup
- D. Margins

Answer: A

21. The "Breaks" command on the Layout tab can be used to insert a:

- A. New blank page
- B. New section or column break
- C. Both A and B
- D. Only A

Answer: C

22. The "Size" command on the Layout tab is used to change the:

- A. Font size of the text.
- B. Size of a picture.
- C. Paper size (e.g., A4, Letter).
- D. The amount of space between lines of text.

Answer: C

23. Which tab provides options to check a document's accessibility, spelling, and grammar?

- A. Home
- B. File
- C. Review
- D. View

Answer: C

24. To insert a table, you would use the Tables group on which tab?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

25. The "Page Borders" command is found on the Design tab.

- A. True
- B. False

Answer: A