



✓ Correct (20/20)

Question 1

Which option in the File pull-down menu is used to close a file in MSWord?

- a. New
- ✓ b. Close Your Answer
- c. Exit
- d. Quit

Question 2

The file type _____ indicates the file is a Word document.

- a. .wrd
- ✓ b. .doc Your Answer
- c. .msw
- d. .wor

Question 3

You need to jump to the next column breaking the current column right at the cursor position. How can you break the column?

- a. Pressing Alt + Shift + Enter
- ✓ b. Break command from the Insert menu Your Answer
- c. Both 'b' and 'c'
- d. Pressing Ctrl + Enter

Question 4

What is the default file extension for all word documents?

- a. .txts
- ✓ b. .docx Your Answer
- c. .docs
- d. .word

Question 5

Which items are placed at the end of a document

- a. Header
- ✓ b. End Noted Your Answer
- c. Foot Note
- d. Footer

Question 6

Word includes a series of predefined graphics called _____ that can be inserted into a Word document

- a. Captions
- b. Hyperlinks
- ✓ c. Clip art Your Answer
- d. Bookmarks

Question 7

The direction of a rectangular page for viewing and printing is called

- a. Direction
- b. Print Layout
- ✓ c. Orientation Your Answer

Question 8

Colour and pattern used to fill a closed shape are called

- ✓ a. Fill style Your Answer
- b. WordArt
- c. Fill Back
- d. Shape

Question 9

The space left between the margin and the start of a paragraph is called

- a. Gutter
- b. Alignment
- c. Spacing
- ✓ d. Indentation Your Answer

Question 10

Which enables you to move directly to a specific location in a document?

- ✓ a. Bookmarks Your Answer
- b. Outlines
- c. Subdocuments
- d. Cross-references

Question 11

By default, your document prints with:

- a. 1 inch top and bottom margins
- b. 1.25 inches left and right margins
- ✓ c. All of the Above Your Answer

Text-styling feature of MS word is

- a. WordFont
- ✓ b. WordArt Your Answer
- c. WordFill
- d. WordColor

Question 13

The quickest and easiest way in Word, to locate a particular word or phrase in a document is to use the command.

- a. Search
- b. Lookup
- ✓ c. Replace Your Answer
- d. Find

Question 14

In which view Headers and Footers are visible

- a. Normal View
- ✓ b. Print Layout View Your Answer
- c. Draft View

Question 15

Which option is not available in Insert Table AutoFit behavior?

- a. AutoFit to Contents
- b. AutoFit to Window
- ✓ c. AutoFit to Column Your Answer

b. Auto Correct as you type

c. Auto Change as you type

✓ d. Auto format as you type

Your Answer

Question 17

Shimmer, Sparkle text, Blinking Background, etc. are known as

✓ a. text effects

Your Answer

b. font styles

c. word art

d. font effects

Question 18

The word wrap feature

✓ a. Automatically moves the text to the next line when necessary

Your Answer

b. Appears at the bottom of document

c. Allows you to type over text

d. Is the short horizontal line

Question 19

A _____ contains buttons, boxes, and menus that allow tasks to be performed more quickly than using the menu bar.

a. Format bar

The word wrap feature

- ✓ a. Automatically moves the text to the next line when necessary Your Answer
- b. Appears at the bottom of document
- c. Allows you to type over text
- d. Is the short horizontal line

Question 19

A _____ contains buttons, boxes, and menus that allow tasks to be performed more quickly than using the menu bar.

- a. Format bar
- b. Command bar
- c. Status bar
- ✓ d. Toolbar Your Answer

Question 20

Which feature starts a new line whenever a word or sentence reached a border

- a. Text Align
- b. Text Line
- ✓ c. Text Wrapping Your Answer
- d. New Line

Close and exit