

[Answer the following Questions (30X1=30)]

1. Word, by default, places a tab stop at every mark on the ruler.
 - a) .25"
 - b) **.5"**
 - c) .75"
 - d) 1"
2. What is the default file extension for all MS Word documents?
 - a) .txts
 - b) .word
 - c) .docs
 - d) **.docx**
3. By default, your document prints with:
 - a) 1 inch top and bottom margins
 - b) **a portrait orientation**
 - c) 1.25 inches left and right margins
 - d) a and b
4. Word is preset to use standard 8.5 by 11-inch paper withmargins.
 - a) 1-inch left, right, top, and bottom
 - b) 1.25-inch left, right, top, and bottom
 - c) **1.25-inch left and right margins and 1-inch top and bottom**
 - d) 1-inch left and right margins and 1.25-inch top and bottom
5. What is the smallest and largest font size available in Font Size tool on formatting toolbar?
 - a) **8 and 72**
 - b) 8 and 64
 - c) 12 and 72
 - d) None of above
6. The minimum number of rows and columns in MS Word document is
 - a) **1 and 1**
 - b) 2 and 1
 - c) 2 and 2
 - d) None of above
7. How will MS Word respond in repeated word?
 - a) **A Red wavy line under the repeated word**
 - b) A Green wavy line under the repeated word
 - c) A Blue wavy line under the repeated word
 - d) None of the above
8. Pressing F8 key for three times selects
 - a) a word
 - b) **a sentence**
 - c) a paragraph
 - d) entire document
9. What do you call 'a collection of character and paragraph formatting commands?
 - a) the defaults
 - b) a template
 - c) **a style**
 - d) a boilerplate
10. What is a Document Outline View?
 - a) A preview in a full screen
 - b) A preview with margins
 - c) A View with a margins and gutter
 - d) **A view with a structure of heading at various levels**
11. Ctrl + Z
 - a) **Undo the last Action**
 - b) Redo the last Action
 - c) Add the new page
 - d) Paste the contents from clipboard
12. What does Ctrl + = key effect?
 - a) Superscript
 - b) **Subscript**
 - c) All Caps
 - d) Shadow
13. The word wrap feature
 - a) automatically move text to the next line when necessary
 - b) Appears at the bottom of the document
 - c) Allows you to type over text
 - d) is the short horizontal line
14. How can you make the selected character superscripted?
 - a) Ctrl + =
 - b) **Ctrl + Shift + =**
 - c) Alt + Ctrl + Shift + =
 - d) None of above
15. When typing in a word field manually, what must you press to insert the code's (curly) braces?
 - a) Ctrl + F6
 - b) **Ctrl + F9**
 - c) Alt + F11

- d) Shift + F12
16. What is the short cut key to open the Open dialog box?
- F12
 - Shift F12
 - Alt + F12
 - Ctrl + F12
17. What is the shortcut key to split a table?
- Ctrl + Alt + Enter
 - Ctrl + Shift + Enter
 - Alt + Shift + Enter
 - Alt + Space + Enter
18. Which key is used to increase left indent?
- Ctrl+I
 - Ctrl+M
 - Alt+I
 - F10
19. How many different documents you can open at one time?
- No more than three
 - Only one
 - As many as your computer memory will hold
 - As many as your taskbar can display
20. Which option is not available in Insert Table Autofit behavior?
- Fixed Column Width
 - AutoFit to Contents
 - Autofit to Window
 - Autofit to Column
21. When you click on File menu in Word, it opens
- File menu
 - File Commands
 - Backstage View
 - File Ribbon
22. Tabs stop position cannot be the following alignment
- Decimal Alignment
 - Center Alignment
 - Bar Alignment
 - Justify Alignment
23. Why the document you created at home displays with a different font at school?
- Because you have a different printer at school than at home
 - Because you have a different monitor at school than at home
 - Because the font you used at home is not installed on your school computer
 - Because the version of Windows is different
24. Ctrl + B
- Search the selected text
 - Paste the selected text
 - Bold the selected text
 - Open the specified file
25. To move the cursor page to page of document
- Ctrl+PgDn
 - Ctrl+PgUp
 - Both of above
 - None of above
26. In Word you can force a page break
- By positioning your cursor at the appropriate place and pressing the F1 key
 - By using the Insert/Section break on the Insert tab
 - By positioning your cursor at the appropriate place and pressing Ctrl+Enter
 - By changing the font size of your document
27. How can you increase the font size of selected text by one point every time?
- By pressing Ctrl +]
 - By pressing Ctrl + [
 - By pressing Ctrl + }
 - By pressing Ctrl + {
28. What is the default font used in MS Word document?
- Times New Roman
 - Arial
 - Calibri
 - Preeti
29. Word includes a series of predefined graphics called that can be inserted into a Word document.
- clip art
 - hyperlinks
 - captions
 - bookmarks
30. A (n)is a dot or other symbol positioned at the beginning of a paragraph.
- bullet
 - logo
 - cell
 - target

Answer the following question (2X5=10)

1. What is Page Break?

2. What is Table?

Answer the following question (10X2=20)

1. Write the same like below:

10

JK Trades
9/2 Dilkusha C/A
Motijheel, Dhaka

Date	Product Code	Product Price	Quantity	Amount
12/12/2207	P907-5	20.99	100	2099.00
12/12/2007	P89-55	13.50	100	1350.00
12/12/2007	N990-9	23.50	200	4700.00
23/12/2007	N967-8	34.00	100	3400.00
Total				11549.00

Amount in words: Taka eleven thousand five hundred and forty nine only

Signature

2. Write the same like below:

10

Train No:	Train Name:	Dep. Time	Day of Run						
			M	T	W	T	F	S	S
2201	Godhuli	09:30 PM	Y	Y	Y	N	N	N	Y
2202	Dibanishi	10:30 AM	Y	Y	N	N	Y	N	N