**Student ID/Name: Trainer Name:**

**Institute Name: Date:**

**Microsoft Word 2016:**

**Multiple choice questions (Each questions of this part have to be answered, each carries 1)**

1. In which view Headers and Footers are visible

A.Normal View B.Page Layout View

C.Print Layout View D.Draft View

2. The process of removing unwanted part of an image is called

A.Hiding B.Bordering

C.Cropping D.Cutting

3. To apply center alignment to a paragraph we can press

A.Ctrl + S B.Ctrl + C

C.Ctrl + C + A D.Ctrl + E

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

A.Spacing B.Gutter

C.Indentation D.Alignment

5. Text-styling feature of MS word is

A.WordColor B.WordFont

C.WordArt D.WordFill

6. Which items are placed at the end of a document

A.Footer B.Foot Note

C.End Note D.Header

7. To change line height to 1.5 we use shortcut key :

A.Ctrl+1 B.Ctrl + 2

C.Ctrl + 3 D.Ctrl + 5

8. A number of letter that appears little above the normal text is called :

A.Superscript B.Subscript

C.Supertext D.Toptext

9. We can insert a page number at

A.Header B.Footer

C.Both A and B D.None

10. Which one can be used as watermark in a word document

A.Text B.Image

C.Both A and B D.None

11. Which item appears dimly behid the main body text

A.Water Color B.Background

C.Watermark D.Back Color

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

A.Text Line B.New Line

C.Text Wrapping D.Text Align

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

A.Orientation B.Direction

C.Print Layout D.Preview

14. We can remove / hide border of a shape by selecting …

A.No LineB. B.No Outline

C.White Line D.No Border

15. We can change the thickness of a line from \_\_\_

A.Line width B.Line Height

C.Line Thick D.Line Style

16. Which item is printed at the bottom of each page

A.Header B.Foot Note

C.Title D.Footer

17. What item contains detailed information about something in the text?

A.Footer B.Foot Note

C.Header D.Head Note

18. When you drag selected text you can

A. Delete text B. Link text

C. Copy text D. Move text

19. You can search in a word document for

A. Formatting B. Special characters

C. Words D. All of the above

20. Which key or key combination will move the insertion point to the bottom of your document?

A. Ctrl+End B. PageDown

C. Ctrl+Home D. End

21. The autocorrect tool

A. Provides statistics about your document

B. Displays words with the same or similar meaning

C. Checks the grammar in the document

D. Checks for misspelled words as you type and correct them as defined

22. When you have completely finished working with a document you should

A. Close it B. Save it

C. Type it D. Edit it

23. How many items can you copy to the Office Clipboard

A. 24 B. 20

C. 12 D. 10

24. To view smaller text on the screen you can

A. Decrease the font points B. Decrease the zoom percentage

C. Increase the view percentage D. Increase the editing percentage

25. Which of the following is not option for changing the case of the text?

A. Indent case B. Sentence case

C. Toggle case D. Lower case

26. How can you display the hidden characters?

A. Click the show/hide button on the standard toolbar B. Symbol from insert menu

C. Both of the above D. None of the above

27. In Word, the mailing list is known as the \_\_\_\_\_\_\_\_\_\_\_\_.

A.Data source B.Sheet

C.Data sheet D.Source

28. It is possible to \_\_\_\_\_\_\_ a data source before performing a merge.

A. Modify B. Sort

C. Create D. all of the above

29. If you need to double underline a word, how will you do that?

A. From Format menu choose Font option and then from Font tab open Underline Style and select Double Underline

B. Go to Format menu and then Font option. Open Underline Style and choose Double Underline

C. Click double underline tool on formatting toolbar

D. Select the text then choose Format >> Font and on Font tab open Underline Style and choose Double Underline.

30. How can you apply exactly the same formatting you did to another text?

A. Copy the text and click on Paste Special tool on new place

B. Select the text then click on Format Painter and select the new text

C. Copy the text and paste in new location. Then type the new text again

D. All of above