**Câu** 1. Trong MS-Word, khi định dạng một văn bản, tổ hợp phím ***Ctrl + [*** dùng để ?

1. In đậm chữ
2. In nghiêng chữ
3. Giảm đều cỡ chữ
4. Tăng đều cỡ chữ

**Câu** 2. Trong MS-Word, khi định dạng một văn bản, tổ hợp phím ***Ctrl + I*** dùng để ?

1. In đậm chữ
2. In nghiên chữ
3. Giảm đều cỡ chữ
4. Tăng đều cỡ chữ

**Câu** 3. Nút ***Format Painter*** có hình chổi quét trên thanh công cụ ***Standard*** có chức năng gì ?

1. Đánh dấu văn bản
2. Sao chép định dạng kí tự
3. Thay đổi nền văn bản
4. In đậm kí tự

Câu 4: Muốn sao chép định dạng của một dòng văn bản nào đó, bạn sẽ bôi đen dòng đó, sau đó:

1. Nhấn chuột vào biểu tượng copy
2. Nhấn chuột vào biểu tượng Format Painter
3. Nhấn chuột vào menu Edit, chọn Copy
4. Không thể sao chép định dạng của một dòng văn bản được

**Câu 5**. Để xoá một dấu ***Tab*** chúng ta phải :

1. Nhấn chuột vào kí hiệu Tab và kéo nó ra khỏi thanh thước ngang
2. Nhắp chuột vào Tab cần xoá, sau đó vào chọn Format\Tab\Clear
3. Nhắp đôi chuột vào Tab cần xoá, xuất hiện hộp thoại Tabs, nhấn Clear
4. Nhắp phải chuột vào Tab cần xoá, chọn Delete

Câu 6: Bạn đã bôi đen dòng chữ Viện Công nghệ Thông tin và bạn muốn dòng chữ này được đậm lên. Bạn nhấn tổ hợp phím nào để thực hiện điều này

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1. Ctrl - B
2. Ctrl - C
3. Ctrl - A
4. Ctrl – K

Câu 7: Which of the following is not valid version of MS Office?

 A) Office XP

 B) Office Vista

 C) Office 2007

 D) None of above

Câu 8: . You cannot close MS Word application by

 A) Choosing File menu then Exit submenu

 B) Press Alt+F4

 C) Click X button on title bar

 D) From File menu choose Close submenu

Câu 9:

The key F12 opens a

 A) Save As dialog box

 B) Open dialog box

 C) Save dialog box

 D) Close dialog box

Câu 10 :

. What is the short cut key to open the Open dialog box?

 A) F12

 B) Shift F12

 C) Alt + F12

 D) Ctrl + F12

Câu 11 : . What is place to the left of horizontal scroll bar?

 A) Tab stop buttons

 B) View buttons

 C) Split buttons

 D) Indicators

 E) None of above

Câu 12 :

Which file starts MS Word?

 A) Winword.exe

 B) Word.exe

 C) Msword.exe

 D) Word2003.exe

Câu 13 :

. How many ways you can save a document?

 A) 3

 B) 4

 C) 5

 D) 6

Câu 14 : Which of the following is not a type of page margin?

 A) Left

 B) Right

 C) Center

 D) Top

 Câu 15: What is the default left margin in Word 2003 document?

 A) 1"

 B) 1.25"

 C) 1.5"

 D) 2"

Câu 16: If you need to change the typeface of a document, which menu will you choose?

 A) Edit

 B) View

 C) Format

 D) Tools

Câu 17: Which of the following is not a font style?

 A) Bold

 B) Italics

 C) Regular

 D) Superscript

  1. Pressing F8 key for three times selects

 A) A word

 B) A sentence

 C) A paragraph

 D) Entire document

2. What happens if you press Ctrl + Shift + F8?

 A) It activates extended selection

 B) It activates the rectangular selection

 C) It selects the paragraph on which the insertion line is.

 D) None of above

3. What does EXT indicator on status bar of MS Word indicate?

 A) It indicates whether the external text is pasted on document or not

 B) It indicates whether extended add-ons are installed on MS Word or not

 C) It indicates whether Extended Selection mode is turned on or off

 D) None of above

4. What is the maximum number of lines you can set for a drop cap?

 A) 3

 B) 10

 C) 15

 D) 20

5. What is the default number of lines to drop for drop cap?

 A) 3

 B) 10

 C) 15

 D) 20

6. What is the shortcut key you can press to create a copyright symbol?

 A) Alt+Ctrl+C

 B) Alt + C

 C) Ctrl + C

 D) Ctrl + Shift + C

7. How can you disable extended selection mode?

 A) Press F8 again to disable

 B) Press Del to disable

 C) Press Esc to disable

 D) Press Enter to disable

8. 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

9. What is the maximum font size you can apply for any character?

 A) 163

 B) 1638

 C) 16038

 D) None of above

10. Why Drop Caps are used in document?

 A) To drop all the capital letters

 B) To automatically begin each paragraph with capital letter

 C) To begin a paragraph with a large dropped initial capital letter

 D) None of above

11. Thesaurus tool in MS Word is used for

 A) Spelling suggestions

 B) Grammar options

 C) Synonyms and Antonyms words

 D) All of above

12. A word processor would most likely be used to do

 A) Keep an account of money spent

 B) Do a computer search in media center

 C) Maintain an inventory

 D) Type a biography

13. Where can you change the vertical alignment?

 A) Formatting toolbar

 B) Paragraph dialog box

 C) Page Setup dialog box

 D) Standard toolbar

14. To get to the ‘Symbol’ dialog box, click on the \_\_\_\_\_\_ menu and choose ‘Symbol’.

 A) Insert

 B) Format

 C) Tools

 D) Table

15. Which of the following symbol sets would be most likely to contain a mathematical symbol such as a degree sign, greater than or equal to, or a Greek letter?

 A) Wingdings

 B) Wingdings 3

 C) Webdings

 D) Symbol

16. When assigning a shortcut key to a symbol, you should always try to select a key or key combination that is:

 A) unassigned

 B) Located on the ten-key pad section of your keyboard.

 C) Assigned to another task.

 D) From the same font family as the symbol.

17. If you will be displaying or printing your document on another computer, you’ll want to make sure and select the \_\_\_\_\_\_\_\_\_\_\_\_\_ option under the ‘Save’ tab.

 A) Embed Fonts

 B) Embed True Type Fonts

 C) Save True Type Fonts

 D) Save Fonts

18. What is the default font size of a new Word document based on Normal template?

 A) 10 pt

 B) 12 pt

 C) 14 pt

 D) None of above

19. What is the default font used in MS Word document?

 A) Times New Roman

 B) Arial

 C) Algerian

 D) Preeti

20. Which tab in Font dialog box contains options to apply font effects?

 A) Font tab

 B) Character Spacing

 C) Text Effects

 D) Standard Toolbar

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

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

 B) From Format menu choose Font option and then from Font tab open Underline Style and select Double Underline

 C) Select the text then choose Format >> Font and on Font tab open Underline Style and choose Double Underline

 D) Click double underline tool on formatting toolbar

22. DropCap means

 A) All Caps

 B) Small Caps

 C) Title case

 D) None of above

23. What is the short cut key to open Font dialog box?

 A) Ctrl + F

 B) Alt + Ctrl + F

 C) Ctrl + D

 D) Ctrl + Shift + D

24. How can you access the font size tool on formatting toolbar?

 A) Ctrl + S

 B) Ctrl + Shift + S

 C) Ctrl + P

 D) Ctrl + Shift + P

25. How can you make the selected character superscripted?

 A) Ctrl + =

 B) Ctrl + Shift + =

 C) Alt + Ctrl + Shift + =

 D) None of above

26. What does Ctrl + = key effect?

 A) Superscript

 B) Subscript

 C) All Caps

 D) Shadow

27. What happens if you mark on Hidden check box of Font dialog box after you select some text?

 A) The text is deleted from document and you need to bring from Recycle Bin if required again.

 B) The text is hidden and you need to bring it by removing the check box if needed again

 C) The text is deleted and cannot be returned back

 D) The text is hidden and cannot be returned back

28. How can you increase the font size of selected text by one point every time?

 A) By pressing Ctrl + ]

 B) By pressing Ctrl + [

 C) By pressing Ctrl + }

 D) By pressing Ctrl + {

29. Which of the following line spacing is invalid?

 A) Single

 B) Double

 C) Triple

 D) Multiple

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

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

 B) Copy the text and click on Paste Special tool on new place

 C) Select the text then click on Format Painter and select the new text

 D) All of above

31. What should you do if you require pasting the same format in many places?

 A) Click the Format painter and go on pasting in many places holding Alt Key

 B) Double click the format painter then go on pasting in many places

 C) Click the format painter then go on pasting to many places holding Ctrl Key

 D) All of above

32. On which toolbar can you find Format Painter tool?

 A) Standard toolbar

 B) Formatting toolbar

 C) Drawing Toolbar

 D) Picture Toolbar

33. What is the extension of Word files?

 A) FIL

 B) DOT

 C) DOC

 D) TXT

34. Which operation you will perform if you need to move a block of text?

 A) Copy and Paste

 B) Cut and Paste

 C) Paste and Delete

 D) Paste and Cut

35. Which indent marker controls all the lines except first line?

 A) First Line Indent Marker

 B) Left Indent Marker

 C) Hanging Indent Marker

 D) Right Indent Marker

36. How can you remove tab stop markers from ruler?

 A) Double click the tab marker and choose Clear All

 B) Drag the tab stop marker out of the ruler

 C) Right click the tab stop marker and choose remove

 D) All of above

1. To insert a drop cap in one of the paragraph you should access
   1. Insert Menu
   2. Format
   3. Tools
   4. None of above
2. How many different positions can you set for drop cap?
   1. 1
   2. 2
   3. 4
   4. 6
3. What is the maximum number of lines you can set for lines to drop box?
   1. 3
   2. 5
   3. 10
   4. 15

4. Which of the following command is not available in Tools menu?

Auto text

Autocorrect

Auto summarize

Macro

5. To move the cursor page to page of document

Ctrl+PgDn

Ctrl+PgUp

Both of above

None of above

6 Text boundary can be displayed or hidden from

Auto text option from Insert menu

Options from Tools menu

Customize from Tools menu

All of above

7. Which of the following are word processing software?

WordPerfect

Easy Word

MS Word

All of above

8. MS Office provides help in many ways, which of these is one of them?

 A) What is this?

 B) Office Assistant

 C) Help menu

 D) All of the above

9. You wished to justify text over the height of paper, which option will you choose

 A) Page Setup from File menu

 B) Paragraph from Format menu

 C) From formatting toolbar

 D) Font from Format menu

10. Which is not a data source component?

 A) mail merge toolbar

 B) header row

 C) data fields

 D) data records

11. Which of the following is not the part of standard office suite?

 A) Word Processor

 B) Database

 C) Image Editor

 D) File manager

12. Which of the following option in File pull down menu is used to close a MS Word document?

 A) Quit

 B) Close

 C) Exit

 D) New

13. Superscript, subscript, outline, emboss, engrave are known as

 A) font styles

 B) font effects

 C) word art

 D) text effects

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

 A) font styles

 B) font effects

 C) word art

 D) text effects

15. The feature of Word that automatically adjusts the amount of space between certain combination of characters so that an entire word looks more evenly spaced. What is that feature called?

 A) Spacing

 B) Scaling

 C) Kerning

 D) Positioning

16. Which of the following is not available in Font Spacing?

 A) Normal

 B) Loosely

 C) Condensed

 D) Expanded

17. Which of the following position is not available for fonts on MS Word?

 A) Normal

 B) Raised

 C) Lowered

 D) Centered

18. What is the maximum scale percentage available in Scale drop down box?

 A) 500

 B) 200

 C) 100

 D) 90

19. Bold, Italic, Regular are known as

 A) font styles

 B) font effects

 C) word art

 D) text effects

20. Uppercase on Change Case dialog box and All Caps on Fonts dialog box both converts selected text into Capital Letters. What’s the difference between the two?

 A) Both are same. They are only two different ways of capitalize text.

 B) It is faster to convert from Change Case than from Font dialog box

 C) Change Case makes conversion permanent but All Caps on Font can always be reverted

 D) All Caps on Font dialog box makes the change permanent where Change Case can be always reverted

21. Which of the following is the latest version of MS Word?

 A) Word 2000

 B) Word 2007

 C) Word 2010

 D) Word 2011

22. Changing the appearance of a document is called

 A) Proofing

 B) Editing

 C) Formatting

 D) All of above

23. You can detect spelling and grammar errors by

 A) Press Shift + F7

 B) Press Ctrl + F7

 C) Press Alt+ F7

 D) Press F7

24. A screen element of MS Word that is usually located below the title bar that provides categorized options is

 A) Menu mar

 B) Tool Bar

 C) Status Bar

 D) All of the above