***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*

****

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

***Câu 18:*** *Pressing F8 key for three times selects*

 A) A word

 B) A sentence

 C) A paragraph

 D) Entire document

***Câu 19****. 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

**Câu 20:** 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

***Câu 21:*** *What is the maximum number of lines you can set for a drop cap?*

 A) 3

 B) 10

 C) 15

 D) 20

***Câu 22.*** *What is the default number of lines to drop for drop cap?*

 A) 3

 B) 10

 C) 15

 D) 20

***Câu 23****. 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

***Câu 24****. 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

***Câu 25.*** *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

***Câu 26.*** *What is the maximum font size you can apply for any character?*

 A) 163

 B) 1638

 C) 16038

 D) None of above

***Câu 27.*** *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

***Câu 28****. Thesaurus tool in MS Word is used for*

 A) Spelling suggestions

 B) Grammar options

 C) Synonyms and Antonyms words

 D) All of above

***Câu 29****. 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

***Câu 30****. Where can you change the vertical alignment?*

 A) Formatting toolbar

 B) Paragraph dialog box

 C) Page Setup dialog box

 D) Standard toolbar

***Câu 31****. To get to the ‘Symbol’ dialog box, click on the \_\_\_\_\_\_ menu and choose ‘Symbol’.*

 A) Insert

 B) Format

 C) Tools

 D) Table

***Câu 32:*** *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

***Câu 33****. 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.

***Câu 34.*** *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

***Câu 35****. 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

***Câu 36****. What is the default font used in MS Word document?*

 A) Times New Roman

 B) Arial

 C) Algerian

 D) Preeti

***Câu 37****. Which tab in Font dialog box contains options to apply font effects?*

 A) Font tab

 B) Character Spacing

 C) Text Effects

 D) Standard Toolbar

***Câu 38****. 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

***Câu 39****. DropCap means*

 A) All Caps

 B) Small Caps

 C) Title case

 D) None of above

***Câu 40.*** *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

***Câu 42.*** *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

***Câu 43.*** *How can you make the selected character superscripted?*

 A) Ctrl + =

 B) Ctrl + Shift + =

 C) Alt + Ctrl + Shift + =

 D) None of above

***Câu 44****. What does Ctrl + = key effect?*

 A) Superscript

 B) Subscript

 C) All Caps

 D) Shadow

***Câu 45.*** *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

***Câu 46.*** *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 + {

***Câu 47****. Which of the following line spacing is invalid?*

 A) Single

 B) Double

 C) Triple

 D) Multiple

***Câu 48.*** *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

***Câu 49.*** *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

***Câu 50.*** *On which toolbar can you find Format Painter tool?*

 A) Standard toolbar

 B) Formatting toolbar

 C) Drawing Toolbar

 D) Picture Toolbar

***Câu 51.*** *What is the extension of Word files?*

 A) FIL

 B) DOT

 C) DOC

 D) TXT

***Câu 52.*** *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

***Câu 53.*** *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

***Câu 54.*** *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

***Câu 58****. Which of the following command is not available in Tools menu?*

Auto text

Autocorrect

Auto summarize

Macro

***Câu 59.*** *To move the cursor page to page of document*

Ctrl+PgDn

Ctrl+PgUp

Both of above

None of above

***Câu 60****. 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

***Câu 61****. Which of the following are word processing software?*

WordPerfect

Easy Word

MS Word

All of above

***Câu 62.*** *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

***Câu 63.*** *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

***Câu 64.*** *Which is not a data source component?*

 A) mail merge toolbar

 B) header row

 C) data fields

 D) data records

***Câu 65****. Which of the following is not the part of standard office suite?*

 A) Word Processor

 B) Database

 C) Image Editor

 D) File manager

***Câu 66.*** *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

***Câu 67.*** *Superscript, subscript, outline, emboss, engrave are known as*

 A) font styles

 B) font effects

 C) word art

 D) text effects

***Câu 68****. Shimmer, Sparkle text, Blinking Background etc. are known as*

 A) font styles

 B) font effects

 C) word art

 D) text effects

***Câu 69.*** *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

***Câu 70.*** *Which of the following is not available in Font Spacing?*

 A) Normal

 B) Loosely

 C) Condensed

 D) Expanded

***Câu 71.*** *Which of the following position is not available for fonts on MS Word?*

 A) Normal

 B) Raised

 C) Lowered

 D) Centered

***Câu 72.*** *What is the maximum scale percentage available in Scale drop down box?*

 A) 500

 B) 200

 C) 100

 D) 90

***Câu 73.*** *Bold, Italic, Regular are known as*

 A) font styles

 B) font effects

 C) word art

 D) text effects

***Câu 74.*** *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

***Câu 75.*** *Which of the following is the latest version of MS Word?*

 A) Word 2000

 B) Word 2007

 C) Word 2010

 D) Word 2011

***Câu 76.*** *Changing the appearance of a document is called*

 A) Proofing

 B) Editing

 C) Formatting

 D) All of above

***Câu 77****. You can detect spelling and grammar errors by*

 A) Press Shift + F7

 B) Press Ctrl + F7

 C) Press Alt+ F7

 D) Press F7

***Câu 78.*** *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