1. Which of the following can NOT be used to create parallel style column?

 A) Format Tabs

 B) Table Insert Table

 C) Insert Textbox

 D) Format Columns

2. Which of the following is used to create newspaper style columns?

 A) Format Tabs

 B) Table Insert Table

 C) Insert Textbox

 D) Format Columns

3. Columns dialog box can be opened from

 A) Format menu Columns submenu

 B) Double click on column space in ruler

 C) Press Alt + O + C

 D) All of above

4. You can jump to the next column by

 A) Clicking with your mouse on the next column

 B) Press Alt + Down-arrow

 C) Both of above

 D) None of Above

5. How can you break the current column and start a new column immediately?

 A) Press Ctrl + Shift + Enter

 B) Press Alt + Enter

 C) Press Ctrl + Enter

 D) Press Alt + Shift + Enter

6. What is the smallest width of a column?

 A) 0"

 B) 0.5"

 C) 1"

 D) 1.5"

7. If the number of columns is selected 1 and the line between check box is marked, where is the line drawn?

 A) in the left margin

 B) in the right margin

 C) both in left and right margin

 D) None of Above

8. The other Col# are inactive when you’ve select 3 columns. How will you activate those boxes?

 A) double click on spacing box

 B) double click on inactive Col#

 C) Remove mark from Line between checkbox

 D) Remove mark from Equal Column Width check box

9. How much space in minimum must be provided between columns?

 A) 0"

 B) 0.5"

 C) 1"

 D) 1.5"

10. To open Columns dialog box quickly

 A) double click on the left margin area of ruler

 B) double click the space between area on ruler

 C) double click the right margin in ruler

 D) All of above

11. Which of the following is not of the merge process?

 A) Sort the data source records

 B) Format a main document

 C) Edit a data source

 D) Merge the two files to print or create a new document

12. Where can you find the Draw Table tool button?

 A) Standard toolbar

 B) Formatting toolbar

 C) Drawing toolbar

 D) Tables and Formatting toolbar

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

 A) Pressing Ctrl+Enter

 B) Pressing Alt+Shift+Enter

 C) Break command from Insert menu

 D) Both b and c

14. In a document what is the maximum number of columns that can be inserted in MS Word Table?

 A) 35

 B) 15

 C) 63

 D) 65