***Câu 1:*** *. To autofit the width of column*

 A) Double click the right border of column

 B) Double click the left border of column

 C) Double click the column header

 D) All of above

***Câu 2 :*** *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

***Câu 3:.*** *Which of the following is used to create newspaper style columns?*

 A) Format Tabs

 B) Table Insert Table

 C) Insert Textbox

 D) Format Columns

***Câu 4 :.*** *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

***Cau 5****: .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

***Câu6:****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

***Câu 7:*** *. What is the smallest width of a column?*

 A) 0"

 B) 0.5"

 C) 1"

 D) 1.5"

***Câu 8:****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

***Câu 9 :.*** *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

***Câu 10:*** *How much space in minimum must be provided between columns?*

 A) 0"

 B) 0.5"

 C) 1"

 D) 1.5"

***Câu 11:*** *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

***Câu 12:.*** *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

***Câu 13:****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

***Câu 14:*** *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

***Câu 15.*** *How many columns can you insert in a word document in maximum?*

 A) 35

 B) 45

 C) 55

 D) 65

***Câu 16.*** *Which option is not available in Insert Table Autofit behavior?*

 A) Fixed Column Width

 B) AutoFit to Contents

 C) Autofit to Window

 D) Autofit to Column

***Câu 17.*** *To autofit the width of column*

 A) Double click the right border of column

 B) Double click the left border of column

 C) Double click the column header

 D) All of above

***Câu 18.*** *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

***Câu 19.*** *Which of the following is used to create newspaper style columns?*

 A) Format Tabs

 B) Table Insert Table

 C) Insert Textbox

 D) Format Columns

***Câu 20.*** *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

***Câu 21.*** *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

***Câu 22.*** *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

***Câu 23.*** *What is the smallest width of a column?*

 A) 0"

 B) 0.5"

 C) 1"

 D) 1.5"

***Câu 24****. 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

***Câu 25****. 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

***Câu 26.*** *How much space in minimum must be provided between columns?*

 A) 0"

 B) 0.5"

 C) 1"

 D) 1.5"

***Câu 27.*** *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

***Câu 28.*** *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

***Câu 29.*** *Where can you find the Draw Table tool button?*

 A) Standard toolbar

 B) Formatting toolbar

 C) Drawing toolbar

 D) Tables and Formatting toolbar

***Câu 30****. 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

***Câu 31.*** *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