1. Where start icon is situated ?
2. At the bottom up of the screen.
3. At the bottom right of the screen.
4. At the bottom of the screen.
5. **At the bottom left of the screen.**
6. Once we click on the Microsoft Word 2016 option this will load the Microsoft Word program -------------?
7. From memory into hard disk.
8. **From hard disk into memory**. .
9. From hard disk into ROM.
10. From Motherboard into memory.
11. In Microsoft Word 2016 , item within a group perform -------------?
    1. **A related function**.
    2. A related option.
    3. A related variable.
    4. A related object.
12. Which tab contains commands and options relating to inserting items  
    within Microsoft Word document?
13. **Insert tab**.
14. Design tab.
15. Page layout tab.
16. View tab.
17. Design elements such as themes and styles is contained in which tab?
18. Insert tab.
19. **Design tab**.
20. Page layout tab.
21. View tab.
22. Page Setup, Paragraph and Arrange options are included in which tab?
23. **Page Layout tab**.
24. Insert tab.
25. Design tab.
26. View tab.
27. Reference tab contains -------------?
28. **Tables of Contents and Indexes**.
29. References.
30. Hyperlink.
31. Table of information
32. Mail merge feature is included in which tab?
33. **Mailings tab**.
34. Insert tab.
35. Design tab.
36. Page layout tab.
37. View tab.
38. Which section includes Proofing, Language, Comments, Tracking and Changes?
39. **Review tab**
40. Insert Tab.
41. Design tab.
42. Page layout tab.
43. View tab.
44. Which section includes Views, Show, Zoom and Window?
45. **View tab**
46. Insert Tab.
47. Design tab.
48. Page layout tab.
49. Review tab.
50. At the bottom right of many groups, there is a small control called --------------
51. **dialog box launcher.**
52. Text box launcher.
53. Both a and b
54. None of these.
55. adding a shadow effect to text can be performed from --------------
56. **dialog box launcher**
57. font format
58. setup box launcher
59. both a and c
60. What is the second step of using the default Microsoft Word document?
61. **Click on the Blank Document thumbnail**.
62. Click on open.
63. Click on save.
64. Click on save as.
65. What is the function of Enter key in blank page of MS Word?
66. **Drops down a line each time we press the key.**
67. Used to copy on a blank page.
68. Used to paste on a blank page.
69. Used to delete lines from blank page.
70. To open a document which sequence to follow?
71. **Click on File button > Select Open Command**.
72. Click on Folder button > Select Open Command.
73. Click on File button > Select Save Command.
74. Click on File button > Select Save as Command.
75. A list of recently opened documents can be seen from ----------
76. **Recent Documents list**
77. Documents
78. New file
79. both a and b
80. clicking on the Save icon will --------------
81. **overwrite the old version of the file with the contents of the amended document**.
82. To save file using a different file name.
83. To create a completely new file
84. overwrite the new version of the file with the contents of the amended document.
85. To save the file using a different file name we use----------- a.b.c.d
86. **Save as Command**.
87. Save Command
88. both a and b
89. None of these
90. We can create a new document by pressing------------- a.b.c.d
91. **Ctrl+N**.
92. Ctrl+P
93. Ctrl+C
94. Ctrl+V
95. Which is the general get help key within most Microsoft products? a.b.c.d
96. **F1 key**
97. F2 key
98. F5 key
99. F9 key