

MICROSOFT WORD ANSWER KEY

1. What is the default font in MS Word?

Answer: C) Calibri

Calibri became the default font in Microsoft Word starting with Office 2007, replacing Times New Roman. It's a sans-serif font, designed to be modern and easy to read.

2. Which tab would you use to insert a table in MS Word?

Answer: C) Insert

To insert a table, you go to the **Insert** tab, where you'll find the **Table** button to choose how many rows and columns you want.

3. What is the keyboard shortcut to save a document in MS Word?

Answer: B) Ctrl + S

This is a standard shortcut in most programs to save the current document or file.

4. Which feature in MS Word allows you to see changes made to a document by other users?

Answer: A) Track Changes

The **Track Changes** feature helps you see edits made to a document by other users, which is especially useful for reviewing or collaborating on documents.

5. **How can you change the page orientation in MS Word?**

Answer: B) Under the Layout tab

You can change the page orientation (from portrait to landscape) under the **Layout** tab, in the **Page Setup** group.

6. **What does the 'Thesaurus' tool in MS Word help with?**

Answer: B) Word synonyms

The **Thesaurus** tool in Word allows you to find synonyms (alternative words) for any selected word, helping you improve your writing.

7. **Which of the following is used to create columns in MS Word?**

Answer: C) Layout

Columns are created under the **Layout** tab, where

you can split text into multiple columns, just like in a newspaper format.

8. **What is the purpose of the 'Mail Merge' feature in MS Word?**

Answer: B) To combine text with a data source for personalized documents

Mail Merge allows you to automatically insert personalized information from a data source (like a database or Excel sheet) into a Word document, such as for letters or labels.

9. **Which of the following is NOT a type of page break in MS Word?**

Answer: D) Paragraph Break

MS Word offers **Page Breaks**, **Section Breaks**, and **Column Breaks**. **Paragraph Breaks** are created by pressing Enter and are not classified as page breaks.

10. **How do you insert a page number in MS Word?**

Answer: A) Insert tab → Page Number

To add page numbers to your document, go to the **Insert** tab and choose **Page Number** to select

where you want the number to appear (top, bottom, etc.).

11. Which feature is used to check spelling and grammar in MS Word?

Answer: D) Spelling & Grammar

The **Spelling & Grammar** checker is built into Word and helps automatically detect errors as you type.

12. How can you add a footnote to a document in MS Word?

Answer: B) References → Insert Footnote

To add footnotes, go to the **References** tab and click **Insert Footnote**. This is useful for adding citations or additional information at the bottom of the page.

13. What is the purpose of 'Styles' in MS Word?

Answer: B) To apply consistent formatting to text

Styles allow you to apply a set of formatting (such as font, size, color, etc.) to text throughout your document consistently.

14. Which of the following can be inserted using the 'Insert' tab in MS Word?

Answer: D) All of the above

The **Insert** tab allows you to insert a wide range of elements, including **Charts**, a **Table of Contents**, **Footnotes**, and more.

15. Which keyboard shortcut is used to open a new document in MS Word?

Answer: A) Ctrl + N

Ctrl + N is the standard keyboard shortcut to create a new document.

16. How do you apply a bold effect to selected text in MS Word?

Answer: A) Ctrl + B

Ctrl + B is the shortcut to apply **bold** formatting to selected text.

17. What is the maximum number of columns you can insert in a table in MS Word?

Answer: C) 255

In MS Word, you can insert up to **255 columns** in a table.

18. How can you change the line spacing in MS Word?

Answer: A) Home → Line and Paragraph Spacing

To adjust line spacing, go to the **Home** tab, and in

the **Paragraph** group, you can select the line spacing options (1.0, 1.5, double, etc.).

19. **What does the 'Find and Replace' function do in MS Word?**

Answer: C) Search for specific text and replace it with new text

The **Find and Replace** function helps you search for a word or phrase and replace it with another throughout your document.

20. **Which tab is used to create and manage headers and footers in MS Word?**

Answer: B) Insert

Headers and footers are managed from the **Insert** tab, where you can add or edit them to include page numbers, titles, or other content.