

# 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?**

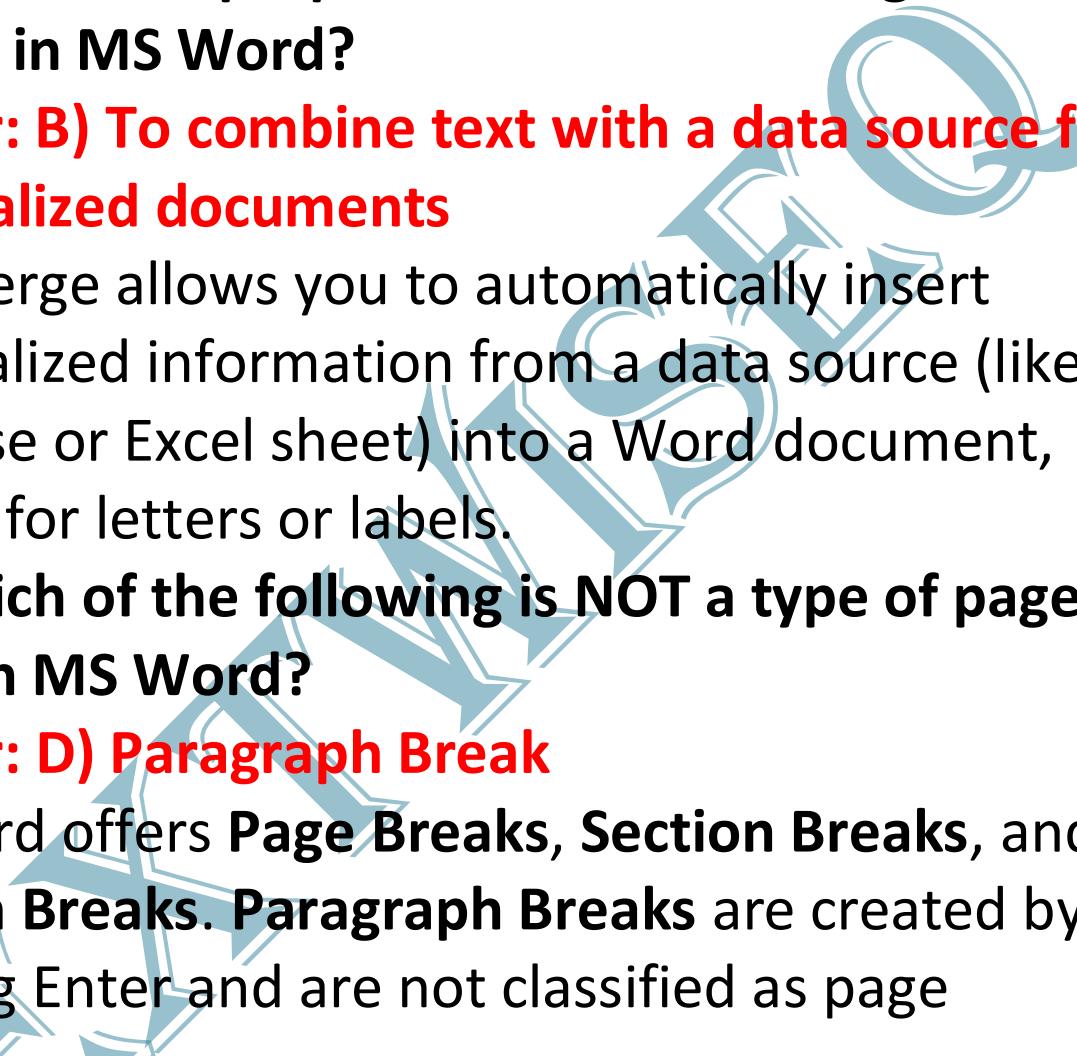
## **Answer: C) Layout**

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.