

MICROSOFT WORD QUESTIONS

1. **What is the default font in MS Word?**
 - A) Arial
 - B) Times New Roman
 - C) Calibri
 - D) Verdana
2. **Which tab would you use to insert a table in MS Word?**
 - A) Home
 - B) Layout
 - C) Insert
 - D) Review
3. **What is the keyboard shortcut to save a document in MS Word?**
 - A) Ctrl + C
 - B) Ctrl + S
 - C) Ctrl + V
 - D) Ctrl + P

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

- A) Track Changes
- B) Find and Replace
- C) Styles
- D) Word Count

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

- A) Under the Home tab
- B) Under the Layout tab
- C) Under the Insert tab
- D) Under the Review tab

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

- A) Spelling corrections
- B) Word synonyms
- C) Grammar checking
- D) Word formatting

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

- A) Page Layout
- B) Insert
- C) Layout
- D) View

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

- A) To create a table of contents
- B) To combine text with a data source for personalized documents
- C) To format a document automatically
- D) To add multiple images to a document

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

- A) Line Break
- B) Section Break
- C) Column Break
- D) Paragraph Break

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

- A) Insert tab → Page Number
- B) View tab → Page Numbers
- C) Home tab → Numbering
- D) Layout tab → Page Number

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

- A) AutoCorrect
- B) Grammar Check
- C) Thesaurus
- D) Spelling & Grammar

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

- A) Insert → Footnote
- B) References → Insert Footnote
- C) Layout → Footnote
- D) Review → Insert Footnote

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

- . A) To change the background color of a page
- . B) To apply consistent formatting to text
- . C) To track document changes
- . D) To add page borders

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

- . A) Charts
- . B) Table of Contents
- . C) Footnotes
- . D) All of the above

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

- . A) Ctrl + N
- . B) Ctrl + O
- . C) Ctrl + P
- . D) Ctrl + M

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

- . A) Ctrl + B
- . B) Ctrl + I
- . C) Ctrl + U
- . D) Ctrl + E

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

- . A) 50
- . B) 100
- . C) 255
- . D) 500

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

- . A) Home → Line and Paragraph Spacing
- . B) Insert → Line Spacing
- . C) Layout → Spacing
- . D) Review → Line Spacing

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

- . A) Find synonyms for a word
- . B) Replace formatting styles
- . C) Search for specific text and replace it with new text
- . D) Count the number of words in a document

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

- . A) Home
- . B) Insert
- . C) Layout
- . D) View