1. **Which is not in MS Word?**

2. **What is the blank space outside the printing area on a page?**

3. **Select all the text in MS Word document by**

4. **Which is not an edition of MS Word?**

5. **Ctrl + I command is used for what purpose?**

6. **Which of the following tools can be used in MS Word?**

7. **What is the function of the spelling and grammar tool?**

8. **Formatting is performed on**

9. **What is landscape?**

10. **Which function key is used to spell check?**

11.**What is the maximum number of columns that can be inserted in MS Word?**

12.**Numbers or letters that appear below the normal text are called?**

13.**Ctrl + N is used to**

14.**The name of a MS Word document is displayed in \_\_\_\_.**

15.**What is the smallest and largest font size in MS Word?**

16.**What is the function of ruler in MS Word?**

17.**Which feature of Microsoft Word helps in creating list?**

18.**Help window can be opened by?**

19.**Gutter margin refers to?**

20.**MS Word is \_\_\_\_ software?**

21.**Shortcut key for “Subscript” is?**