22.**What is the default file extension for all MS Word documents?**

23.**What is a Document Outline View?**

24.**What is the shortcut key for “Find and Replace” dialog box?**

25.**What shortcut key is used to split a table in MS Word?**

26.**You can combine the name and addresses with a standard document using?**

27.**What is the use of a word processor?**

28.**Ctrl + Pagedown command is used for?**

29.**Section Break option does not consist which of the following?**

30.**What is the function of Ctrl + G in MS Word?**

31.**What is the use of End Key?**

32.**You can change vertical alignment from?**

33.**Which of the following is NOT present in MS Word?**

34.**When was Microsoft Word released?**

35.**The 2nd tab in the Ribbon is?**

36.**The keyboard shortcut used to select text in the direction of the arrow key is?**

37.**The original name of Microsoft Word was?**

38.**The Justify option in MS Word is used for?**