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?**

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?**