MS Word

1 Which command is used to store the active document permanently?
A Save
B Send
C Prepare
D Save as
Ans. a

2 Which shortcut key is used to high light the entire word document?
A ctrl + A
B ctrl + O
C ctrl + S
D ctrl + E
Ans. a

3. The print resolution (quality) and colour preferences may be set using _____ option available in print dialog.
(a) collate
(b) scale
(c) printer properties>Finishing->Print on both sides
(d) Properties>Paper/Quality
Ans. d

4. What is the purpose of quick access toolbar?
A To hold advance function
B To hold special function
C To hold basic function
D To hold familiar and repeated function
Ans. d

5 Which bar contains the current position of the cursor in MS Word?
A layout
B title bar
C status bar
D horizontal ruler
Ans. c

6 Where does the close button appear in MS Word?
A top left corner of the window   **B** bottom left corner of the window
C top right corner of the window   **D** bottom right corner of the window
Ans. c

7. Which one of the following is text styling feature of MS Word?
A word fill   **B** word art   **C** word colour   **D** word font
Ans. b

8. Which option is used to view an exiting word document?
A new   **B** open
C publish   **D** prepare
Ans. b

9.Which document view given an appearance as in web browser?
A Draft view
B Outline view
C Web layout view
D Full screen reading
Ans. c

10. How many groups are there in Home Menu?
A 4   **B** 5   **C** 6   **D** 7
Ans. b

11. Which group includes superscript, subscript, strike through options in MS Word?
A Clipboard   **B** Font   **C** Paragraph   **D** Style
Ans. b

12. What in the purpose of ⊠ button?
A Close button
B Office button
C Maximize buttons
D Minimize button
Ans. a

13. What is the purpose of zoom option?
A Enlarge and reduce document / text size
B Move up and down document / picture
C Scroll left and light document / picture
D Minimize and maximize the document / picture
Ans. a

14. Which option is used for tab setting?
A horizontal ruler   **B** status bar
C vertical ruler   **D** vertical scroll bar
Ans. a

15. What in the purpose of vertical scroll bar?
A Move the document up and down   **B** Move the document left side
C Move the document right side   **D** Move the document only upwards
Ans. a

16. What in the purpose of undo action in MS Word?
A Restore previous action
B Get the current action
C Goes to previous page
D Goes to previous paragraph
Ans. a

17. Which option is used to activate and deactivate ruler?
A View → grids
B View → ruler
C Insert → tool bar
D Insert → ruler
Ans. b

18. What is the purpose of cover page?
A Allows to fill title, author, date and other information
B Fills the list of people intent to mail
C To view the mailed list
D Contains details of the documents
Ans. a

19. Which menu contains, Symbol option in MS Word?
A tools
B table
C format
D insert
Ans. d

20. Which option is used to locate any specific character, symbols or formulas in a document?
A Find
B Searching text
C Replace
D Selecting text
Ans. a

21. Which feature is used to create a newspaper type document?
A Tables   **B** Tab stops
C Columns   **D** Bullets and numbering
Ans. c

22. Which sequence of operation is required to insert bullets for list of data?
A Paragraph group → numbering button → select any number type
B Paragraph group → number button → select none
C Paragraph group → bullet button → type of bullets
D Paragraph group → bullet button → select none
Ans. c

23. Which sequence of operation is required to remove numbering from a list of data?
A Number button → select none from number type
B Number button → select number from number list
C Bullet button → select none from bullet type
D Bullet button → select bullets from bullets list
Ans. a

24. Which sequence of operation is required to remove tab stop markers from ruler?
A Drag the tab stop makers out of the ruler
B Double click the tab marker and clear all
C Right click the tab stop marker and choose remove
D Left click the tab stop marker and choose remove
Ans. a

25. Which feature is used to adjust the amount of space between words for alignment in MS Word
A Spacing   **B** Scaling
C Justifying   **D** Positioning
Ans. c

26. How can we rectify the errors occurs while typing?
A Auto entry
B Auto add
C Auto spell
D Auto correct
Ans. d

27. Which sequence of operation is required to force page break in word document?
A by using insert / selection black on the insert tab
B by positioning the cursor at the appropriate place and press enter
C by positioning the cursor at the appropriate place and press F1 key
D by position the cursor at the apporpliate place and pressing ctrl + enter
Ans. d

28. What is the purpose of inserting header and footer in document?
A To make the starting and ending page
B To entrance the appearance of the document
C To make larger document more readable
D To allow page headers and footer appear on the document
Ans. d

29. What is purpose of thesaurus tool is MS Word?
A Grammar option   **B** Spelling suggestion
C Synonyms and antonyms words   **D** Auto correction
Ans. c

30. MS word is a _____ software.
a) Word Processing   b) word editor   c) Text editor   d) typing
Ans. A

31. Extension name of word 2004 _____.
a) .doc   b) .docx   c) .txt   d) . jpg
Ans. A

32. In MS word, ctrl+s is for.........
a) scenarios   b) size   c) save   d) spelling check
Ans. c

33. Which key is used to increase left indent ?
a) ctrl + l   b) ctrl + m   c) ctrl + f   d) ctrl + n
Ans. b

34. which key is used to select all the text in the document?
a) ctrl + a   b) ctrl + m   c) ctrl + f   d) ctrl + n
Ans. a

35. To undo the last work, press....
a) ctrl + a   b) ctrl +z   c) ctrl + f   d) ctrl + n
Ans. b

36. What is the purpose of gutter margin?
A Margin that is added to the left margin when printing
B Margin that is added to the right margin when printing
C Margin that is added to binding side of page when printing
D Margin that is added to the outside of the page when printing
Ans. c

37. Portrait and Landscape are
a) page orientation   b) paper size   c) page layout   d) all of above
Ans. a

38. If you need to change the typeface of a document, which menu will you choose?
a) edit   b) view   c) format   d) tools
Ans. c

39. What is the portion of a document in which you set certain page formatting options?
a) page   b) document   c) section   d) page setup
Ans. c

40. Boarders can be applied to
a) cells   b) paragraph   c) text   d) All of these
Ans. d

41. Which of these toolbars allows changing of fonts and their sizes?
a) standard   b) formatting   c) print preview   d) none of these
Ans. b

42. Microsoft word can be started via?
a) start menu   b) desktop   c) A and B   d) None
Ans. c

43. Which option are used for opening, saving, important files?
a) print   b) file   c) tool   d) none
Ans. b

44. What is the shortcut for printing?
a)Alt+p   b) Space + P   c) Ctrl + p   d) ctrl + z
Ans. c

45. what is the shortcut for saving a document?
 a)Alt+p   b) Space + P   c) Ctrl + p   d) ctrl + s
Ans. d

46. In order to create an new file from an existing file, we use?
a) save   b) save as   c) print   d) scan
Ans. b

47. Header appears on the _____ of the page?
a) Top   b) Bottom   c) Centre   d) Side
Ans. a

48. The collection of Microsoft tools for preparation of documents, spreadsheets, presentations, database management, time scheduling and mailing is called _____.
(a) MS Office
(b) OpenOffice.org
(c) Star Office
(d) Libre Office
Ans. a

49. In MS Office, _____ is the software for preparation of documents.
(a) MS Access
(b) MS Word
(c) MS Excel
(d) MS Powerpoint
Ans. b

50. The default extension for an MS Word document is _____.
(a) .docx   (b) .doc   (c) both a & b   (d) neither a nor b
Ans. c

51. MS Word can be used for the preparation of _____.
(a) letters
(b) books/ reports/theses
(c) brochures/ visiting cards
(d) all of them
Ans. d

52. In Graphical User Interface (GUI) based programs, WYSWYG stands for _____.
(a) Whatever You See, Wherever You Get   (b) What You See, What You Get
(c) Whichever You See, What You Get   (d) Wherever You See, What You Get
Ans. b

53. The paradigm of WYSWYG signifies that _____ .
(a) the printed document resembles exactly what you see on screen
(b) printed document is different from that on screen
(c) screen document is better than printed one
(d) printed one is better than screen document
Ans. a

54. _____ in MS Word serves as a standard typeset document for creating professional looking documents.
(a) Macro   (b) XML   (c) Template   (d) HTML
Ans. c

55. The collection of artworks/images available in MS Office is called _____.
(a) drawing   (b) images
(c) cliparts   (d) tables
Ans. c

56. To create mail merged results, MS Word can take address input from _____.
(a) MS Excel   (b) MS Access
(c) text files   (d) all of them
Ans. d

57. In MS Word, grammatic errors are highlighted by _____ .
(a) bold text
(b) green underline
(c) red underline
(d) italic text
Ans. b

58. MSWord can handle _____ to enrich a document.
(a) lists   (b) images
(c) tables   (d) all of them
Ans. d

59. The text or image which appears faintly in the background of a page is called _____.
(a) water mark   (b) trade mark
(c) copy right   (d) embossing
Ans. a

60. MS Office button is located on the _____ of MS Word window.
(a) top right   (b) top left   (c) bottom left   (d) bottom right
Ans. b

61. _____ is the shortcut to open Office menu of MS Word.
(a) Alt + H   (b) Alt + N   (c) Alt + P   (d) Alt + F
Ans. d

62. The save button is MS Office menu can be accessed through_____ .
(a) Alt + F + S
(b) Ctrl + S
(c) both Alt + F + S &Ctrl + S
(d) none of them
Ans. c

63. To access Save As item in Office menu of MS Word, use _____ shortcut.
(a) Alt + F + A   (b) Ctrl + O   (c) Ctrl + N   (d) Ctrl + P
Ans. a

64. To select Open item in Office menu of MS Word, use _____ shortcut.
(a) Ctrl + O
(b) Alt + F + O
(c) both Ctrl + O &Alt + F + O
(d) Ctrl + S
Ans. c

65. For Close item in MS Office menu, use _____shortcut.
(a) Alt + F + A   (b) Ctrl + O
(c) Ctrl + N   (d) Alt + F + C
Ans. d

66. The first menu, containing most common tools required for preparation of document in MS Word, is called _____.
(a) Home   (b) Insert   (c) Page Layout   (d) References
Ans. a

67. The tools for Clipboard, Font Style, Paragraph Formatting, Styles & Search are contained in _____ menu.
(a) Home   (b) Insert
(c) Page Layout   (d) References
Ans. a

68. _____ is the shortcut for Home menu in MS Word.
(a) Alt+H   (b) Alt+N
(c) Alt+P   (d) Alt+S
Ans. a

69. _____ menu permits insertion of tables, images, drawing objects and hyperlinks, headers and footers in MS Word.
(a) Home   (b) Insert   (c) Page Layout   (d) References
Ans. b

70. _____ is the shortcut for Insert menu in MS Word.
(a) Alt+H   (b) Alt+N   (c) Alt+P   (d) Alt+S
Ans. b

71. _____ menu contains tools to control theme, page setup, page background, paragraph & text wrap.
(a) Home   (b) Insert   (c) Page Layout   (d) References
Ans. c

72. _____ is the shortcut for Page Layout menu in MS Word.
(a) Alt+H   (b) Alt+N
(c) Alt+P   (d) Alt+S
Ans. c

73. _____ menu contains tools related to table of contents, foot notes, citation, bibliography, caption, index & table of authorities.
(a) Home   (b) Insert   (c) Page Layout   (d) References
Ans. d

74. _____ is the shortcut for References menu in MS Word.
(a) Alt+H   (b) Alt+N   (c) Alt+P   (d) Alt+S
Ans. d

75. _____ menu contains tools for creating mailings, merging mails, inserting merge fields, preview of mail merged results, printing mail merged pages or saving the mail merge results in a new file.
(a) Home   (b) Mailings   (c) Review   (d) References
Ans. b

76. _____ is the shortcut for Mailings menu in MS Word.
(a) Alt+H   (b) Alt+M
(c) Alt+R   (d) Alt+S
Ans. b

77. _____ menu contains tools for proofing, languages, comments, tracking, changes, compare & protect.
(a) Home   (b) Mailings
(c) Review   (d) References
Ans. c

78. _____ is the shortcut for Review menu in MS Word.
(a) Alt+H   (b) Alt+M
(c) Alt+R   (d) Alt+S
Ans. c

79. _____ menu contains tools for document views, showing/hiding ruler, zoom, managing windows & macros.
(a) View   (b) Mailings
(c) Review   (d) References
Ans. a

80. _____ is the shortcut for View menu in MS Word.
(a) Alt+W   (b) Alt+M
(c) Alt+R   (d) Alt+S
Ans. a

81. _____ menu contains items required for mail merge functionality in MS Word.
(a) Home   (b) Insert
(c) Mailings   (d) Reference
Ans. c

82. A set of VBA instructions to assist in carrying out recurring activities in is called _____ .
(a) mail merge   (b) macro
(c) thesaurus   (d) spell check
Ans. b

83. On opening MS Word (without clicking on a target document), it displays _____ document.
(a) previous   (b) formatted   (c) completed   (d) blank/ new
Ans. d

84. MS Word provides _____ to function as the starting point special new documents like report, visiting card, brochure, etc.
(a) template   (b) macro   (c) image   (d) table
Ans. a

85. After opening a new document in MS Word, one should _____ to create a comfortable experience.
(a) set paper size
(b) set font size
(c) set paragraph spacing, line spacing
(d) all of them
Ans. d

86. _____ are the most important objects used in MS Word documents.
(a) tables & pictures
(b) shapes, flow charts & clip arts
(c) equations, lists, bullets & numbering
(d) all of them
Ans. d

87. MS Word has the ability to automate repeated tasks using _____ .
(a) tables   (b) pictures
(c) equations   (d) macros
Ans. d

88. In MS Word, a Macro may be assigned _____ to invoke its functionality.
(a) keyboard shortcut
(b) a button
(c) either keyboard shortcut or button
(d) neither keyboard shortcut nor button
Ans. c

89. In MS Word, the default macro security setting is _____ .
(a) Enable all macros
(b) Disable all macros
(c) Trust VBA Code
(d) Do not trust VBA code
Ans. b

90. In MS Word, it is better change macro security setting to _____ before starting record or use macros.
(a) Enable all macros   (b) Disable all macros
(c) Trust VBA Code   (d) Do not trust VBA code
Ans. a

91. While creating a macro, its availability may be _____.
(a) granted to all documents
(b) restricted to the current document
(c) both a & b
(d) neither a nor b
Ans. c

92. The feature in MS Word which helps to create customized correspondence targeting different recipients is called _____.
(a) mail merge   (b) charting
(c) clip art   (d) equations
Ans. a

93. A mail merge document requires a_____ to fill the blank spaces.
(a) picture
(b) record source
(c) chart
(d) equation
Ans. b

94. In MS Word, data sources for mail merge may be prepared using _____.
(a) MS Excel
(b) MS Access
(c) Plain text file with tab for field separation & newline for record separation
(d) all of them
Ans. d

95. A standard standard document with proper formatting and layout may be saved as a _____ , which may be used as the base for new documents.
(a) template
(b) pdf file
(c) plain text file
(d) HTML file
Ans. a

96. A document may be saved as a template using File>Save As from the menu and choosing _____ as the document type.
(a) Excel Template
(b) HTML file
(c) Word Template
(d) Open Document Format (ODF)
Ans. c

97. Default extension for word template is_____.
(a) .docx   (b) .dotx   (c) .xlsx   (d) .pptx
Ans. b

98. Content created using template document_____.
(a) should be saved as Excel file
(b) should be saved as new word document
(c) should be saved as new power point document
(d) none of them
Ans. b

99. Magazines, journals and proceedings may publish_____ for the help of authors in following the right styles for publication.
(a) picture   (b) screenshot
(c) template document   (d) Excel spreadsheets
Ans. c

100. When the width of paper is smaller and height of paper is larger, the orientation is called____
(a) landscape   (b) portrait   (c) both a & b   (d) neither a nor b
Ans. b

101. When the width of paper is larger and height of paper is smaller, the orientation is called ___.
(a) landscape
(b) portrait
(c) both a & b
(d) neither a nor b
Ans. a

102. Commonly used paper sizes for MS Word documents are_____ .
(a) A4   (b) letter
(c) legal   (d) all of them
Ans. d

103. In MSWord, a document may be printed using_____ .
(a) File>Print (Ctrl+P)
(b) Home>Copy (Ctrl+C)
(c) Home>Cut (Ctrl+X)
(d) Home>Paste (Ctrl+V)
Ans. a

104. MS Word document typeset on specific paper size may be printed on a different paper size using _____ option available in print dialog.
(a) collate
(b) scale
(c) printer properties>Finishing->Print on both sides
(d) Properties>Paper/Quality
Ans. b

105. Multiple copies of a document may be printed in complete sets (divide by set) using_____ option available in print dialog.
(a) collate
(b) scale
(c) printer properties>Finishing->Print on both sides
(d) Properties>Paper/Quality
Ans. a

106. A document may be printed on both sides of paper using _____option available in print dialog.
(a) collate
(b) scale
(c) printer properties>Finishing >Print on both sides
(d) Properties>Paper/Quality
Ans. c

107. The ability to combine name and address with a standard document is called _____.
a) Document formatting   b) Database management
c) Mail merge   d) Form letters
Ans. c

108. A word processor would most likely be used to do
a) keep an account of money   b) Do a computer search in media center
c) Maintain an inventory   d) Type a biography
Ans. d

109. Which of the following is not essential component to perform a mail merge operation?
a) Main document   b) Data source   c) Merge fields   d) word fields
Ans. d

110. Auto correct was originally designed to replace _____ words as you type.
a) Short, repetitive   b) Grammatically incorrect   d) Misspelled   d) None of these
Ans. c

111. Home key is used for
a) Moves the cursor beginning of the document
b) Moves the cursor beginning of the paragraph
c) Moves the cursor beginning of the screen
d) Moves the cursor beginning of the line
Ans. d

112. Which file starts MS Word?
a) Winword.exe   b) Word.exe   c) Msword.exe   d) Word365.exe
Ans. a

113. What are inserted as cross-reference in Word?
a) Placeholders   b) Bookmarks   c) Objects   d) Word fields
Ans. d

114. Which of the following is not the section break option?
a) Next page   b) Previous page   c) Odd page   d) Even page
Ans. b

115. Which of the following is not valid version of MS Office?
a) Office 2007   b) Office Vista   c) Office 2016   d) Office 365
Ans. b

116. By default, on which page the header or the footer is printed?
a) On first page   b) On alternate page   c) On every page   d) None of these
Ans. c

117. Where can you find the horizontal split bar on MS Word screen?
a) On the left of horizontal scroll bar   b) On the right of horizontal scroll bar
c) On the top of vertical scroll bar   d) On the bottom of vertical scroll bar
Ans. c

118. When sharing data in Office, the _____ document is the document in which the data was first entered.
a) Source   b) Destination   c) Original   d) Primary
Ans. a

119. To verify that the note text is positioned correctly on the page, switch to _____ view or display the document in print preview.
a) Normal   b) Print layout   c) Page layout   d) Page edit
Ans. b

120. Which of the following is true regarding page Orientation of a document?
a) Page orientation can be changed at any time
b) Page orientation of document determined by printer
Ans. a

121. Which feature helps you to inserts the contents of the Clipboard as text without any formatting?
a) Paste Special   b) Format Painter   c) Page Setup   d) Styles
Ans. a

122. Switching between portrait and landscape modes involves the:
a) Header and footer toolbar   b) Print layout view
c) Page setup dialog box   d) None of these
Ans. c

123. Where can you change the vertical alignment?
a) Formatting toolbar   b) Paragraph dialog box
c) Page Setup dialog box   d) Standard toolbar
Ans. c

124. A _____ is a collection of predefined design elements and color schemes.
a) Feature   b) Hyperlink   c) Palette   d) Theme
Ans. d

125. Change the _____ to create a document in Wide format
a) Page Orientation   b) Page margin   c) Paper Style   d) Paper Source
Ans. a

126. _____ formatting is the process of changing the way letters, numbers, punctuation marks, and symbols appear on the screen and in print.
a) Document   b) Character   c) Paragraph   d) Object
Ans. b

127. The word count command on the tools menu displays the number of words as well as the number of _____ in the current document.
a) lines   b) Characters   c) Paragraph   d) All of these
Ans. d

128. Which operation you will perform if you need to move a block of text?
a) Copy and Paste   b) Cut and Paste   c) Paste and Delete   d) Paste and cut
Ans. b

129. To instruct word to stop bulleting paragraphs, do any of the following except_____.
a) Press the enter key twice
b) click the undo button on the standard toolbar
c) Press the backspace key to remove the bullet
d) click the bullets button on the formatting toolbar
Ans. b

130. Which of these toolbars allows changing of fonts and their sizes?
a) Standard   b) Formatting   c) Print Preview   d) None of these
Ans. b

131. To view header and footers, you must switch to
a) Normal view   b) Print layout view   c) Print preview mode   d) Both B and C
Ans. d

132. From where you can access save command?
a) Home tab   b) Insert tab   c) Review tab   d) None of these
Ans. d

133. Which of the following is not available on the Ruler of MS Word screen?
a) Tab stop box   b) Left indent   c) Right indent   d) Center indent
Ans. d

134. In word, the default alignment for paragraphs is_____.
Ans. Left alignment, or flush margins at the left edge and uneven edges at the right edge

135. If you will be displaying or printing your document on another computer, you'll want to make sure and select the _____ option under the 'save' Tab.
Ans. Embed Fonts

136. If you need to double underline a word, how will you do that?
Ans. Select the text then choose format > font and on font tab, open underline style ad choose double underline

137. How can you apply exactly the same formatting you did to another text?
Ans. Select the text then click on Format Painter and select the new text

138. Which of the following is not one of the three 'Mail Merge Helper' steps?
a) Merge the two files   b) Create the main document
c) Set the mailing list parameter   d) Create the data source
Ans. c

139. To select a block of text, click at the beginning of the selection, scroll to the end of the selection, position the mouse pointer at the end of the selection, hold down the____ key, and then click or drag through the text.
Ans. Shift

140. A word field may consist of an optional field instruction called a(n) _____
Ans. Switch

141. It is possible to _____ a data source before performing a merge.
a) Create   b) Modify   c) Sort   d) All of these
Ans. d

142. Word has Web authoring tools allows you to incorporate ____ on Web pages.
a) Bullets   b) Hyperlinks   c) Sounds   d) All of these
Ans. d

143. Which of the following commands should you always use before submitting a document to others?
a) Find command   b) Replace command   c) Spelling and Grammar   d) Thesaurus
Ans. c

144. Insert Date, Format Page Number, and Insert Auto Text are buttons on the_____ toolbar.
Ans. Header and Footer

145. Which of the following do you use to change the margins?
a) Formatting toolbar   b) Page setup dialog box
c) Standard toolbar   d) Paragraph dialog box
Ans. b

146. A screen element of MS word that is usually located below the title bar that provides categorized options is_____.
Ans. Menu Bar

147. In Word 2007 the Zoom is placed on
a) View tab   b) Home tab   c) Status Bar   d) A & C both
Ans. d

148. The ____ is a short horizontal line indicating the conclusion of a document.
Ans. End mark

149. What is the valid Minimum and Maximum zoom sizes in MS word?
Ans. 10, 500

150. You can replace the text_____
a) ctrl + H   b) Ctrl + R   c) Replace from edit menu   d) Both A and C
Ans. d

151. The following tool bars display in the Word application window by default
a) Forms tool bar   b) Formatting tool bar   c) Drawing tool bar   d) All of these
Ans. b

152. A table_____
Ans. Is a grid organized in columns and rows

153. The four types of mail merge main documents are_____
Ans. Form letters, envelops, mailing labels and catalogue

154. Which of the following cannot be done with document version?
a) Modifying a version   b) Deleting a version   c) Opening a version   d) None of these
Ans. d

155. We can insert maximum number of columns in MS word are_____
Ans. 63

156. Which of the following is not the merge process?
a) Preview the merge results   b) Format a main document
c) Edit a data source   d) Identify the main document
Ans. b

157. When you want to view different parts of a document without moving the insertion point
a) Use the previous page or next page buttons
b) Use the keyboard
c) Use the vertical and horizontal scroll bars
d) Use the zoom button
Ans. c

158. In the merge process, you can
a) Preview a merge   b) Merge directly to a printer
c) Merge to new documents   d) All of these
Ans. d

159. To view smaller text on the screen you can_____
Ans. Decrease the view percentage

160. The minimum number of rows and columns in MS Word document is_____
Ans. 1 and 1

161. What is the smallest and largest font size available in font Size tool on formatting toolbar?
Ans. 8 and 72

162. A character that is raised and smaller above the baseline is known as_____.
Ans. Superscript

163. Selecting text means, selecting_____.
a) A word   b) An entire sentence   c) Whole document   d) Any of these
Ans. d

164. In MS-Word, for what does ruler help?
a) To set tabs   b) To set indents   c) To change page margins   d) All of these
Ans. d

165. Which option in File pull down menu is used to close a file in MS Word?
Ans. Close

166. What is the extension of files created in MS-Word 97-2003
Ans. .doc

167. Why headers and footers used in MS-Word
Ans. To allow page headers and footers to appear on document when it is printed

168. What is the default number of lines to drop for drop cap?
Ans. 3

169. A bookmark is an item or location in document that you identify a name for future Reference. Which of the following task is accomplished by using bookmarks?
Ans. To quickly jump to a specific location in the document

170. What is the maximum number of lines you can set for a drop cap?
Ans. 10

171. How can you insert a sound file in your word document?
Ans. From insert > object menu option

172. Macros are:
Ans. Small programs created in MS-Word to automate repetitive tasks by using VBA

173. A template stores:
a) Graphics, text, styles, macros   b) Customized word command setting
c) Auto text entries   d) All of these
Ans. d

174. What do mean by vertical separation between columns?
Ans. Margin

175. What is the maximum font size you can apply for any character?
Ans. 1638

176.To Auto fit the width of column
Ans. Double click the right border of column

177. When inserting page number in footer it appeared 1 but you wish to show a. How you can do that?
Ans. Click on Page Number Format tool and specify required setting

178. To get to the 'Symbol' dialog box, click on the _____ menu and choose 'Symbol'.
Ans. Insert

179. In, Word, the mailing list is known as the _____.
Ans. Data source

180. What is the default font size of a new Word document based on Normal template?
Ans. 11 pt (Point)

181. Which indent marker controls all the lines except first line?
Ans. Hanging Indent Marker

182. Which of the following option is not available in Insert > Picture?
a) Chart   b) Graph   c) clip Art   d) Word Art
Ans. b

183. How many different position can you set for drop cap
Ans. 2

184. Which of the following is used to create newspaper style columns?
a) Format columns   b) Table Insert Table
c) Format Tabs   d) Insert Textbox
Ans. a

185. Column dialog box can be opened from_____
a) Press Alt + O + C   b) Format menu Column submenu
c) double click on column space in ruler   d) All of these
Ans. d

186. You can jump to the next column by
a) press Alt + Down arrow   b) clicking with your mouse on the next column
c) both A and B   d) none of these
Ans. c

187. To open columns dialog box quickly _____
Ans. Double click the space between area on ruler

188. Text boundary can be displayed or hidden from_____
Ans. Options from Tools menu

189. You wished to justify text over the height of paper, which option will you choose_____
Ans. Page Setup from File menu

190. Which of the following is not the part of standard office suite?
a) Database   b) File manager   c) Image Editor   d) Word Processor
Ans. b

191. Where can you find the Draw Table tool button?
Ans. Tables and Formatting toolbar

192. Superscript, subscript, outline, emboss, engrave are known as_____
Ans. Font effects

193. Shimmer, Sparkle text, Blinking Background etc. are known as_____
Ans. Text effects

194. The feature of Word that automatically adjusts the amount of space between certain combination of characters so that an entire word looks more evenly spaced. What is that feature called?
Ans. Kerning

195. A feature of MS Word that saves the document automatically after certain interval is available on_____ .
Ans. Save tab on Options dialog box

196. When assigning a shortcut key to a symbol, you should always try to select a key or key combination that is:
Ans. Unassigned

197. Suppose you wanted to create an AutoCorrect entry that would type the words 'We regret to inform you that your submission has been declined' Of the following choices, which would be the best name you could assign to this entry?
Ans. Subdual

198. If you want to convert a symbol or several lines of text into an AutoCorrect entry, you should:
Ans. Insert the symbol or type the text in a Word document first. Then, select the text or symbol and got to the AutoCorrect dialog box.

199. What is the smallest width of a column?
Ans. 0.5"

200. Blinking point which shows your position in the text is called _____.
Ans. Cursor

201. Which of the following position is not available for fonts of MS Word?
a) Normal   b) Raised   c) Lowered   d) Centered
Ans. d

202. Uppercase on Change case dialog box and all Caps on Fonts dialog box both converts selected text into Capital letters. What's the different between the two?
Ans. Change Case makes conversion permanent but all caps on font can always be reverted

203. Changing the appearance of a document is called_____
Ans. Formatting

204. The various types of marged documents produced are _____.
a) Directory lists   b) Invoices   c) Address lists   d) All of these
Ans. d

205. Which of the following functions can be done on word?
a) Typing   b) Editing   c) Mail merge   d) All of these
Ans. d

206. In order to complete extract one piece of content to another place, we use?
Ans. Cut

207. The first line of the paragraph is called?
Ans. Indent

208. We can insert in the word?
a) Bullet   b) Numbers   c) Slashes   d) All of these
Ans. d

209. Which option allows us to link word directly to e-mail?
Ans. Mail merge

210. Which option enables us to create envelops and lables?
Ans. Mail merge

211. Which tool in MS Word is used to keep the familiar and repeated options?
A title bar
B task bar
C scroll bar
D quick access tool bar
Ans. d

212. Which area in MS Word is used to enter the text?
A work space   **B** work sheet
C slides   **D** work book
Ans. a

213. Which one of the following is a word processor?
A MS Word   **B** MS Excel
C MS Access   **D** MS Office publisher
Ans. a

214. Which option is used to store the duplicate of the active document permanently?
A Save
B Send
C Save as
D Rename

215. In MS Word, spelling mistakes are highlighted by _____ .
(a) bold text   (b) green underline
(c) red underline   (d) italic text
Ans. c

216. Which of the following are word processing software?
a) WordPerfect   b) WordPad   c) MS Word   d) All of these
Ans. d

217. Which enables us to send the same letter to different persons?
a) Macros   b) Template   c) Mail merge   d) None of these
Ans. c

218. Which option is used for saving content to an existing file?
a) save   b) save as   c) import   d) mail merge
Ans. a

219. What is gutter margin?
a) margin that is added to the left margin when printing
b) margin that is added to right margin when printing
c) margin that is added to the binding side of page when printing
d) margin that is added to the outside of the page when printing
Ans. c

220. Which operation is to be performed before paste?
A Ctrl + V
B Cut / copy
C Select all
D Select text
Ans. b

221. Where does the file name of the active document displays?
A title bar
B task bar
C menu bar
D status bar
Ans. a

222. Extension name of word 2007 and above _____ .
a) .doc   b) .docx   c) .txt   d) . accdb
Ans. b

223. The highest Font size in MS word is _____
a) 72   b) 255   c) 1024   d) 1638
Ans. d

224. Which language does MS Word use to create Macros?
a) Visual Basic   b) C ++   c) JavaScript   d) HTML
Ans. a