

Selecting text means, selecting?

- [A] a word
- [B] an entire sentence
- [C] whole document
- [D] any of the above

MS-Word automatically moves the text to the next line when it reaches the right edge of the screen and is called?

- [A] Carriage Return
- [B] Enter
- [C] Word Wrap
- [D] None of the above

Using Find command in Word, we can search?

[A] characters

[B] formats

[C] symbols

[D] All of the above

In MS-Word, for what does ruler help?

[A] to set tabs

[B] to set indents

[C] to change page margins

[D] All of the above

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 the above

Which menu in MSWord can be used to change character size and typeface?

- [A] View
- [B] Tools
- [C] Format
- [D] Data

Which key should be pressed to start a new paragraph in MS-Word?

- [A] Down Cursor Key
- [B] Enter Key
- [C] Shift + Enter
- [D] Ctrl + Enter

Which of these toolbars allows changing of  
Fonts and their sizes?

- [A] Standard
- [B] Formatting
- [C] Print Preview
- [D] None of these

Which bar is usually located below that Title Bar that provides categorized options?

- [A] Menu bar
- [B] Status Bar
- [C] Tool bar
- [D] Scroll bar

Which option in File pull-down menu is used to close a file in MSWord?

- [A] New
- [B] Quit
- [C] Close
- [D] Exit

What is the function of Ctrl + B in Ms-Word

- [A] It converts selected text into the next larger size of the same font
- [B] It adds a line break to the document
- [C] It makes the selected text bold
- [D] It applies Italic formatting to the selected text

Graphics for word processor

- [A] Peripheral
- [B] Clip art
- [C] Highlight
- [D] Execute

What is the function of CTRL+R in MS-Word

- [A] Open the Print dialog box
- [B] Update the current Web page
- [C] Close the current window
- [D] None of these

In Microsoft Word shortcut key CTRL+W is  
used for

- [A] open the Print dialog box
- [B] Update the current Web page
- [C] close the current window
- [D] None of these

The minimum number of rows and columns a word table can have is

- [A] Zero
- [B] 2 rows and 1 column
- [C] 2 rows and 2 column
- [D] 1 row and 1 column

In MS-Word shortcut SHIFT+DELETE is used to

- [A] Delete the selected item permanently without placing the item in the Recycle Bin
- [B] Copy the selected item
- [C] Rename the selected item
- [D] Create a shortcut to the selected item

In MS Word to move the insertion point to the beginning of the next word command used is

- [A] CTRL+RIGHTARROW
- [B] CTRL+LEFT ARROW
- [C] CTRL+DOWN ARROW
- [D] None of these

How can you insert a sound file in your word document?

- [A] From insert -> sound menu option
- [B] From insert -> file menu option
- [C] From insert -> object menu option
- [D] None of These

Why are headers and footers used in document?

- [A] To mark large document more readable
- [B] To mark the starting and ending of a page
- [C] To enhance the overall appearance of the document
- [D] To allow page headers and footers to appear on document when it is printed

What is the maximum number of lines you can set for a drop cap?

[A] 10

[B] 15

[C] 20

[D] Undefine

What is the default number of lines to drop  
for drop cap?

- [A] 3
- [B] 10
- [C] 15
- [D] 20

How many columns can you insert in a word document in maximum?

[A] 40

[B] 45

[C] 50

[D] 55

[E] As you wish

What is the smallest and largest font size available in Font Size tool on formatting toolbar?

- [A] 8 and 72
- [B] 8 and 68
- [C] 6 and 72
- [D] 6 and 68

The minimum number of rows and columns in  
MS Word document is

- [A] 1 and 1
- [B] 2 and 1
- [C] 1 and 2
- [D] 2 and 2

Thesaurus tool in MS Word is used for...

- [A] Spelling suggestions
- [B] Synonyms and Antonyms words
- [C] Grammar options
- [D] All of above

Why Drop Caps are used in document?

- [A] To drop all the capital letters
- [B] To automatically begin each paragraph with capital letter
- [C] To begin a paragraph with a large dropped initial capital letter
- [D] None of These

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?

- [A] To mark the ending of a page of document
- [B] To quickly jump to a specific location in the document
- [C] To add hyperlinks in a web page
- [D] None of These

A template stores:

- [A] Graphics, text, styles, macros
- [B] Customized word command setting
- [C] Auto text entries
- [D] All of above

What do you mean by vertical separation  
between columns?

- [A] Orientation
- [B] Gutter
- [C] Margin
- [D] Index

Which of the following is an absolute cell reference?

[A] A1

[B] \$A\$1

[C] !A!!

[D] #a#1

Pressing F8 key for three times selects

[A] A paragraph

[B] A sentence

[C] A word

[D] Entire document

What does EXT indicator on status bar of MS Word indicate?

- [A] It indicates whether the external text is pasted on document or not
- [B] It indicates whether extended add-ons are installed on MS Word or not
- [C] It indicates whether Extended Selection mode is turned on or off
- [D] None of These

What feature helps you to insert the contents of the Clipboard as text without any formatting in MS Word?

- [A] Paste Special
- [B] Page setup
- [C] Styles
- [D] Format Painter

What is place to the left of horizontal scroll  
bar?

- [A] Indicators
- [B] View buttons
- [C] Tab stop buttons
- [D] Split buttons

Which file starts MS Word?

- [A] Word.exe
- [B] Msword.exe
- [C] Word2003.exe
- [D] Winword.exe

How many ways you can save a document?

[A] 3

[B] 4

[C] 2

[D] 1

If you want to keep track of different editions of a document which features will you use?

- [A] Editions
- [B] Versions
- [C] Track Change
- [D] All of above

Background color or effects applied on a document is not visible in

- [A] Reading View
- [B] Print Layout view
- [C] Web layout view
- [D] Print Preview

What is a portion of a document in which you set certain page formatting options?

- [A] Page Setup
- [B] Section
- [C] Page
- [D] Document

Borders can be applied to..

- [A] Cells
- [B] Text
- [C] Paragraph
- [D] All of above

Which of the following is not a type of page margin?

- [A] Right
- [B] Center
- [C] Left
- [D] Top

If you need to change the typeface of a document, which menu will you choose?

- [A] Edit
- [B] View
- [C] Format
- [D] Tools

Which of the following is not a font style?

[A] Bold

[B] Italics

[C] Regular

[D] Superscript

How can you disable extended selection mode?

- [A] Press Del to disable
- [B] Press F8 again to disable
- [C] Press Esc to disable
- [D] Press Enter to disable

What is the maximum number of lines you can set for a drop cap?

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- [B] 10
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- [D] 20

What is the default number of lines to drop  
for drop cap?

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How many columns can you insert in a word document in maximum?

[A] 35

[B] 45

[C] 50

[D] 55

What is the smallest and largest font size available in Font Size tool on formatting toolbar?

- [A] 8 and 72
- [B] 8 and 64
- [C] 12 and 72
- [D] 12 and 64

What is the maximum font size you can apply  
for any character?

[A] 163

[B] 1638

[C] 16038

[D] None of above

Which of the following is graphics solution for  
Word Processors?

- [A] Clipart
- [B] WordArt
- [C] Drop Cap
- [D] All of above

A character that is raised and smaller above the baseline is known as

- [A] Superscript
- [B] Raised
- [C] Outlined
- [D] Subscript

What is the purpose of inserting header and footer in document?

- [A] To mark the starting and ending of page
- [B] To enhance the overall appearance of the document
- [C] To allow page headers and footers appear on document when printed
- [D] To make large document more readable

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A word processor would most likely be used to  
do

- [A] Type a biography
- [B] Maintain an inventory
- [C] Do a computer search in media center
- [D] Keep an account of money spent

What happens when you click on Insert >>  
Picture >> Clip Art?

- [A] It inserts a clipart picture into document
- [B] It lets you choose clipart to insert into document
- [C] It opens Clip Art taskbar
- [D] None of the above

