1. How many different positions can you set for drop cap?
   a. 1
   b. 2 ✓
   c. 4
   d. 6

2. How many ways you can save a document?
   a. 3 ✓
   b. 4
   c. 5
   d. 6

3. What is the maximum number of lines you can set for lines to drop box?
   a. 3
   b. 5
   c. 10 ✓
   d. 15

4. Single spacing in MS-WORD document causes _____point line spacing?
   a. 10
   b. 12 ✓
   c. 14
   d. 16

5. What is the default number of lines to drop for drop cap
   a. 3 ✓
   b. 10
   c. 15
   d. 20

6. What is the maximum number of lines you can set for a drop cap?
   a. 3
   b. 10 ✓
   c. 15
   d. 20

7. How many columns can you insert in a word document in maximum?
   a. 35
   b. 45 ✓
   c. 55
   d. 65

8. In a document what is the maximum number of columns that can be inserted in MS Word Table?
   a. 35
   b. 15
   c. 63 ✓
   d. 65

9. What is the maximum scale percentage available in Scale drop down box?
   a. 500
   b. 200 ✓
   c. 100
   d. 90

10. What is the maximum font size you can apply for any character
   a. 163
   b. 1638 ✓
   c. 16038
   d. None of above

11. Word, by default, places a tab stop at every
    _____ mark on the ruler.
    a. .25″
    b. .5″ ✓
    c. .75″
    d. 1″

12. What is the default file extension for all
    Word documents?
    a. .txts
    b. .word
    c. .docs
    d. .docx ✓

13. The file type _____ indicates the file is a
    Word document.
    a. .msw
    b. .wor
    c. .wrd
    d. .doc ✓

14. With Word"s AutoCorrect entries, to
    display an indifferent face (:|) type _____.
    a. :)
    b. : (
    c. : | ✓
    d. : /

15. Which of the following button will allow you to
    add, delete, or change records in your Data
    Source?
    a. „Data Source" button
    b. „Edit" button
    c. „Edit Data Source" button ✓
    d. „Data Editing" button

16. How much space in minimum must be
    provided between columns?

    a. 0″ ✓
    b. 0.5″
    c. 1″
    d. 1.5″

17. What is the smallest width of a column?
    a. 0″
    b. 0.5″ ✓
    c. 1″

d. 1.5″

18. By default, your document prints with:

    a. 1 inch top and bottom margins
    b. a portrait orientation
    c. 1.25 inches left and right margins
    d. all of the above ✓

19. Word is preset to use standard 8.5-by-11-inch
    paper with _____ margins.

    a. 1-inch left, right, top, and bottom
    b. 1.25-inch left, right, top, and bottom
    c. 1.25-inch left and right margins and 1-inch
       top and bottom ✓
    d. 1-inch left and right margins and 1.25-inch top
       and bottom

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20. What is the default left margin in Word 2003 document?
   a. 1″
   b. 1.25″ ✓
   c. 1.5″
   d. 2″

21. 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. None of above

22. The Footnote Text style defines characters as _____.

   a. 12-point Times New Roman and paragraphs as single-spaced and right-aligned
   b. 10-point Times New Roman and paragraphs as double-spaced and left-aligned
   c. 12-point Times New Roman and paragraphs as double-spaced and right-aligned
   d. 10-point Times New Roman and paragraphs as single-spaced and left-aligned ✓

23. What is the default font size of a new Word document based on Normal template in Word 2003?
   a. 10 pt
   b. 12 pt ✓
   c. 14 pt
   d. None of above

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

   a. 1 and 1 ✓
   b. 2 and 1
   c. 2 and 2
   d. None of above

25. How will MS Word will respond in repeated word.

   a. A Red wavy line under the repeated word ✓
   b. A Green wavy line under the repeated word
   c. A Blue wavy line under the repeated word
   d. None of the above

26. In mail merge operation which of the following might represent the main document?

   a. A sales brochure ✓
   b. A form letter
   c. A database of Names and Addresses
   d. All of above
   e.

27. Pressing F8 key for three times selects
   a. a word
   b. a sentence ✓

   c. a paragraph
   d. entire document

28. What do you call „a collection of character and paragraph formatting commands"?
   a. the defaults
   b. a template
   c. a style ✓
   d. a boilerplate

29. What is a Document Outline View?
   a. A preview in a full screen
   b. A preview with margins

c. A View with a margins and gutter

d. A view with a structure of heading at various levels ✓

30. Ctrl + Z

   a. Undo the last Action ✓
   b. Redo the last Action
   c. Add the new page
   d. Paste the contents from clipboard

31. The _____ in the Resume Wizard dialog box indicates the wizard is ready to create the document.
   a. Start panel
   b. Address panel
   c. Add/Sort Heading panel
   d. Finish panel ✓

32. What does Ctrl + = key effect?
   a. Superscript
   b. Subscript ✓
   c. All Caps
   d. Shadow

33. The spike

   a. Allows you to combine text from several documents and tehn insert all the text into one document at onwe time ✓
   b. Allows you to edit auto text entries
   c. Allows you to format uto text entries
   d. All of above

34. The word wrap reature

   a. Automatically move text to the next line when necessary ✓
   b. Appears at the bottom of the document
   c. Allows you to type over text
   d. is the short horizontal line

35. How can you make the selected character superscripted
   a. Ctrl + =
   b. Ctrl + Shift + = ✓
   c. Alt + Ctrl + Shift + =
   d. None of above

36. When typing in a word field manually, what must you press to insert the code"s braces?
   a. Ctrl + F6
   b. Ctrl + F9 ✓
   c. Alt + F11
   d. Shift + F12

37. What is the short cut key to open the Open dialog box?
   a. F12
   b. Shift F12
   c. Alt + F12
   d. Ctrl + F12 ✓

38. What is the shortcut key to split a table?
   a. Ctrl + Alt + Enter
   b. Ctrl + Shift + Enter ✓
   c. Alt + Shift + Enter
   d. Alt + Space + Enter

39. Which key is used to increase left indent?
   a. Ctrl+I
   b. Ctrl+M ✓
   c. Alt+I
   d. F10

2

40. When the same word is used in multiple locations or a word is used that was not quite appropriate, a thesaurus can be used to look up a (n) _____ or a word similar in meaning.

   a. synonym ✓
   b. homonym
   c. antonym
   d. metronym

41. How many different documents you can open at one time?
   a. No more than three
   b. Only one
   c. As many as your computer memory will hold ✓
   d. As many as your taskbar can display

42. Which of the following is the second step in creating a macro?

   a. Start recording
   b. Using your mouse or keyboard, perform the task you want to automate
   c. Assign a keyboard shortcut to the macro
   d. Give the macro a name ✓

43. When assigning a shortcut key to a symbol, you should always try to select a key or key combination that is:
   a. unassigned ✓
   b. located on the ten-key pad section of your keyboard.
   c. assigned to another task.
   d. from the same font family as the symbol.

44. Which feature is used to replace straight quotes with smart quotes as you type?
   a. Auto Correct as you type
   b. Auto Change as you type
   c. Auto Format as you type ✓
   d. Smart Tags as you type

45. Which of the following command is not available in Tools menu?
   a. Auto text
   b. Autocorrect ✓
   c. Auto summarize
   d. Macro

46. Word has a list of predefined typing, spelling, capitalization, and grammar errors that _____ can detect and correct.

   a. AutoEntry
   b. AutoCorrect ✓
   c. AutoAdd
   d. AutoSpell

47. If you want to convert a symbol or several lines of text into an AutoCorrect entry, you should:

48.
   a. Insert the symbol or type the text in a Word document first. Then, select the text or symbol and go to the AutoCorrect dialog box.
   b. Click the Tools menu and choose AutoCorrect Options. Then, click the Insert menu and choose Symbol (or click the Format menu and choose Paragraph) to add the symbol or paragraph to AutoCorrect. ✓

c. AutoCorrect can only accommodate one line of text. It is not possible to convert a symbol or multiple lines of text into an AutoCorrect entry.

d. Insert the symbol or type the text in a Word document first. Then, select the text or symbol and click the Edit menu followed by Paste Special. Select New AutoCorrect Entry and then click OK.

48. Which option is not available in Insert Table Autofit behavior?

   a. Fixed Column Width ✓
   b. AutoFit to Contents
   c. Autofit to Window
   d. Autofit to Column

49. When you click on File menu in Word 2010, it opens
   a. File menu
   b. File Commands
   c. Backstage View
   d. File Ribbon

50. Tabs stop position cannot be the following alignment
   a. Decimal Alignment
   b. Center Alignment
   c. Bar Alignment
   d. Justify Alignment ✓

51. Why the document you created at home displays with a different font at school?

   a. Because you have a different printer at school than at home
   b. Because you have a different monitor at school than at home
   c. Because the font you used at home is not installed on your school computer
   d. Because the version of Windows is different

52. Ctrl + B

   a. Search the selected text
   b. Paste the selected text
   c. Bold the selected text
   d. Open the specified file

53. A master document contains_____, each of which contains a pointer to a file on a disk?

   a. Placeholders
   b. subdocuments
   c. bookmarks
   d. references

54. If the number of columns is selected 1 and the line between check box is marked, where is the line drawn?
   a. in the left margin
   b. in the right margin
   c. both in left and right margin
   d. None of Above

55. A feature of MS Word that saves the document automatically after certain interval is available on
   a. Save tab on Options dialog box
   b. Save As dialog box
   c. Both of above
   d. None of above

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56. After typing header text, how can you quickly enter footer text?
   a. Press PageDown key and type the text for footer
   b. Click on Switch between Heeder & Footer then type the text
   c. Both of above
   d. None of above

57. To move the cursor page to page of document
   a. Ctrl+PgDn
   b. Ctrl+PgUp
   c. Both of above
   d. None of above

58. You can jump to the next column by
   a. Clicking with your mouse on the next column
   b. Press Alt + Down-arrow
   c. Both of above
   d. None of Above

59. Which of the following enables you to paste data multiple times?
   a. Windows Clipboard
   b. Office Clipboard
   c. Both Windows & Office Clipboard
   d. None of the all

60. You need to jump to the next column breaking current column right at the cursor position. How can you break column?
   a. Pressing Ctrl+Enter
   b. Pressing Alt+Shift+Enter
   c. Break command from Insert menu
   d. Both b and c

61. In Word you can force a page break
   a. By positioning your cursor at the appropriate place and pressing the F1 key
   b. By using the Insert/Section break on the Insert tab
   c. By positioning your cursor at the appropriate place and pressing Ctrl+Enter
   d. By changing the font size of your document

62. How can you increase the font size of selected text by one point every time?
   a. By pressing Ctrl +]
   b. By pressing Ctrl + [
   c. By pressing Ctrl + }
   d. By pressing Ctrl + {

63. How to use Format Painter multiple times
   a. By Click on Lock Format Painter Icon
   b. By Double Click on the Format Painter Icon
   c. By Selecting Edit -> Format Painter -> Multiple Use
   d. Format Painter cannot be use multiple times

64. What is the default font used in MS Word 2007 document?
   a. Times New Roman
   b. Arial
   c. Calibri
   d. Preeti

65. Word includes a series of predefined graphics called
   _____ that can be inserted into a Word document.
   a. clip art
   b. hyperlinks

c. captions
d. bookmarks

66. A (n) _____ is a dot or other symbol positioned at the beginning of a paragraph.
    a. bullet
    b. logo
    c. cell
    d. target

67. Which of the following is not a type of page margin?
    a. Left
    b. Right
    c. Center
    d. Top

68. Uppercase on Change Case dialog box and All Caps on Fonts dialog box both converts selected text into Capital
Letters. What"s the difference between the two?

    a. Both are same. They are only two different ways of capitalize text.

    b. It is faster to convert from Change Case than from Font dialog box

    c. Change Case makes conversion permanent but All Caps on Font can always be reverted

    d. All Caps on Font dialog box makes the change permanent where Change Case can be always reverted

69. Ctrl + A
    a. Align Right
    b. Select All
    c. Change font
    d. Save document

70. Which of the following is not on Home ribbon?
    a. Columns
    b. Font color
    c. Change Style
    d. Font

71. When three hyphens, underscores, equal signs, asterisks, or number signs are typed and then the enter key is pressed, the AutoFormat feature _____.

    a. places a border above a paragraph
    b. creates a numbered list
    c. changes the characters to an em dash
    d. creates a bulleted list

72. Microsoft Office Word is a (n) _____.

    a. area in the computer"s main memory in which Microsoft Office text files are stored temporarily

    b. program included with Windows 2000 that can be used only to create or edit text files, smaller than 64K, that do not require formatting

    c. classified password that prevents unauthorized users from accessing a protected Microsoft Office item or document

    d. full-featured word processing program that can be used to create and revise professional looking documents easily

73. Ctrl + E
    a. Exit Application
    b. Select All
    c. Clear All
    d. Align Center

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74. When a custom tab stop is set, Word _____.
    a. clears all default tab stops

    b. clears all default tab stops to the right of the custom tab stop

    c. clears all default tab stops to the left of the custom tab stop

    d. does not clear any default tab stops

75. When inserting Page number in footer it appeared 1 but you wish to show a. How can you do that?

    a. From format menu choose bullets and Numbering and configure necessary setting

    b. From Insert menu choose Page Number and specify necessary setting

    c. Click on Page Number Format tool and specify required setting
    d. All of above

76. How do you close a word document without closing Word window?

    a. Click on the Close button on the title bar
    b. Click on Xminimize button on the title bar
    c. Click on the Close command on Office menu
    d. Click Exit on the File menu

77. To switch between insert mode and overtype mode, .

    a. click Caption on the Insert menu
    b. double-click the OVR status indicator on the status bar
    c. click Text Box on the Insert menu

    d. double-click the INS status indicator on the status bar

78. What should you do if you require to paste the same format in many places?

    a. Click the Format painter and go on pasting in many places holding Alt Key

    b. Double click the format painter then go on pasting in many places

    c. Click the format painter then go on pasting to many places holding Ctrl Key
    d. All of above

79. Which would you choose to save a document with a new name?
    a. Press Ctrl+S
    b. Click File, Save
    c. Click Tools, Options, Save
    d. Click File, Save As

80. You cannot close MS Word application by
    a. Choosing File menu then Exit submenu
    b. Press Alt+F4
    c. Click X button on title bar
    d. From File menu choose Close submenu

81. Which of the following option is not available in Insert >> Picture ?

    a. Chart
    b. Word Art
    c. Clip Art
    d. Graph

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

    a. New
    b. Quit   c. Close
    d. Exit

83. Ctrl + O
    a. Save Document
    b. Print Document
    c. Close Document
    d. Open Document

84. Which feature do you use to create a newspaper like document?
    a. Bullets & numbering
    b. Tables
    c. Columns
    d. Tab stops

85. A _____ contains buttons, boxes, and menus that allow tasks to be performed more quickly than using the menu bar.
    a. format bar
    b. status bar
    c. command bar
    d. toolbar

86. A letterhead should contain all of the following EXCEPT ____.
    a. full street address
    b. logo
    c. complete legal name of the company, group, or individual
    d. None of the above

87. Which of the following is not available in Font Spacing?
    a. Normal
    b. Loosely
    c. Condensed
    d. Expanded

88. To convert a hyperlink e-mail address to regular text, right-click the e-mail address and then click _____ on the shortcut menu.
    a. Edit Hyperlink
    b. Select Hyperlink
    c. Convert Hyperlink
    d. Remove Hyperlink

89. Which enables you to move directly to specific location in a document?
    a. Subdocuments
    b. Bookmarks
    c. Cross-references
    d. Outlines

90. Each time the _____ key is pressed, the paragraph formatting in the previous paragraph is carried forward to the next paragraph.
    a. enter
    b. shift
    c. ctrl
    d. alt

91. What is the shortcut key you can press to create a copyright symbol?
    a. Alt+Ctrl+C
    b. Alt + C
    c. Ctrl + C
    d. Ctrl + Shift + C

5

92. What is the short cut key to open Font dialog box?
    a. Ctrl + F
    b. Alt + Ctrl + F
    c. Ctrl + D
    d. Ctrl + Shift + D

93. What is the shortcut key to "Center Align" the selected text?
    a. Ctrl + C
    b. Ctrl + E
    c. Ctrl + F

    d. None of above

94. What is the shortcut key for Spelling Check in document?

    a. F7
    b. Shift + F7
    c. Ctrl + F7
    d. Alt + F7

95. What is the shortcut key to Update Formula in a table?

    a. F9
    b. Alt + F9
    c. Ctrl + F9
    d. Shift + F9

96. What is the shortcut key for "Font" dialog box?

    a. Ctrl + F
    b. Ctrl + D
    c. Ctrl + G
    d. None of the above

97. What is the shortcut key for "Find and Replace" dialog box?

    a. Ctrl + F
    b. Ctrl + R
    c. Ctrl + H
    d. Ctrl + Shift + F

98. What is the shortcut key to "Insert Hyperlink" in a document?
    a. Ctrl + H
    b. Ctrl + L
    c. Ctrl + K
    d. None of above

99. How can you access the font size tool on formatting toolbar?
    a. Ctrl + S
    b. Ctrl + Shift + S
    c. Ctrl + P
    d. Ctrl + Shift + P

100. What is the shortcut key for "Subscript" the selected text?

    a. Ctrl + =
    b. Ctrl + -
    c. Ctrl + Shift + =
    d. Ctrl + Shift + -

101. What is the shortcut key for "Superscript" the selected text?

    a. Ctrl + =
    b. Ctrl + -
    c. Ctrl + Shift + =
    d. Ctrl + Shift + -

102. What is the shortcut key to Close Active Document in Microsoft Word?

    a. Ctrl + F4
    b. Shift + F4
    c. Ctrl + Shift + F4 d. None of above

103. What is the shortcut key to show font dialog box?

    a. Ctrl + D
    b. Ctrl + Shift + F
    c. Ctrl + Shift + P
    d. All of the above

104. How to remove all character formats? a. Shift + Spacebar

    b. Shift + Enter
    c. Ctrl + Spacebar d. Ctrl + Enter

105. What is the shortcut key to "Undo" the last action in a document?

    a. Ctrl + X b. Ctrl + Y c. Ctrl + Z
    d. None of above

106. Which key do you press to force a page break?

    a. CTRL+ALT
    b. CTRL+ break
    c. CTRL+ Enter

    d. none of the above

107. To increase a paragraph indent, use the _____ shortcut keys.
    a. ctrl+l
    b. ctrl+e
    c. ctrl+1
    d. ctrl+m

108.   To move to the end of the document, press the _____ key(s).

    a. down arrow
    b. end
    c. ctrl+down arrow
    d. ctrl+end

109. Which key is used to select all the text in the document?
    a. Ctrl+T
    b. Ctrl+A
    c. Ctrl+F
    d. Ctrl+N

110. To undo the last work, press …..
    a. Ctrl+U

    b. Ctrl+Y
    c. Ctrl+Z

    d. Ctrl+W

111. The scroll box on the vertical scroll bar indicates the _____.

    a. position of the insertion point from the top of the page
    b. distance of the insertion point from the left margin

    c. current relative location of the document portion displayed in the window
    d. rank of the word in which the insertion point is found

6

112. Headers and footers can include text and graphics, as well as the _____.

    a. current date b. page number c. current time d. all of the above

113. Text boundary can be displayed or hidden from

    a. Auto text option from Insert menu
    b. Options from Tools menu
    c. Customize from Tools menu
    d. All of above

114. _____ are types of changes that occur when text has been omitted from a document and must be inserted later.

    a. Copy
    b. paste
    c. Cut

    d. Paste Special

115. Which would you choose to move selected text from one place to another?

    a. Move and Paste
    b. Copy and Paste
    c. Cut and Paste d. Delete and Paste

116. Ctrl + X
    a. Close Document

    b. Close Word Application

    c. Cut the Selected Contents
    d. Copy the Selected Contents

117. Which is not a data source component? a. mail merge toolbar
    b. header row
    c. data fields d. data records

118. In Word, the mailing list is known as the _____.
    a. data sheet

    b. source
    c. data source
    d. sheet

119. On the horizontal ruler, an upside down T indicates a

    _____ tab stop. a. left-aligned b. right-aligned c. decimal-aligned d. centered

120. To erase a character to the right of the insertion point, press the _____ key.

    a. cancel

    b. backspace
    c. delete

    d. either b or c
121. Ctrl + D

    a. Delete Dialog Box
    b. Font Dialog Box
    c. Delete All
    d. Do nothing
122. Ctrl + Y

    a. Undo the last Action

b. Repeat the last Action
c. Delete the last page
d. Delete the first page

123. "Ctrl + Delete" is used to

a. Delete the word just after the cursor
b. Delete the word just before the cursor
c. Delete the single letter just after the cursor d. Delete the single letter just before the cursor

124. "Ctrl + Backspace" is used to

a. Delete the single letter just before the cursor b. Delete the single letter just after the cursor c. Delete the word just before the cursor d. Delete the word just after the cursor

125. Auto text and Auto correct are _____ tools. a. styling

b. editing c.
designing
d. none of the above

126. In normal view, automatic page breaks _____.

a. do not display
b. display on the screen as a single dotted horizontal line c. display on the screen above the header and beneath the footer

d. display on the screen as a line separated by the words Page Break

127. What is the extension of Word files?
a. FIL
b. DOT
c. DOC
d. TXT

128. To autofit the width of column

a. Double click the right border of column b. Double click the left border of

column c. Double click the column header d. All of above

129. To open Columns dialog box quickly

a. double click on the left margin area of ruler
b. double click the space between area on ruler c. double click the right margin in ruler
d. All of above

130. To cancel a job that is printing or one that is waiting to be printed _____.

a. click the Print button on the Standard toolbar b. click the printer icon on the taskbar

c. double-click the Print button on the Standard toolbar d. double-click the printer icon on the taskbar

131. Which of the following enables you to make multiple changes in a document at once?

a. find command

b. Replace command
c. Drag and Drop
d. copy command

132. Which of the following is best for quick copy operation?
a. Copy and Paste

b. Windows Clipboard c.
Drag and Drop
d. Auto Text

133. Which of the following is best for quick copy operation?
    a. Copy and Paste

    b. Windows Clipboard c. Drag and Drop

    d. Auto Text

134. Which of the following operations moves text from clipboard?

    a. Copy
    b. Paste

    c. Drag and Drop
    d. Cut

135. To select a group of words, _____.

    a. click the Group button on the Formatting toolbar

    b. double-click anywhere within the group to be selected c. drag the mouse pointer through the characters to be

    selected

    d. right-click the first and last characters of the group to be selected

136. On which toolbar can you find Format Painter tool?
    a. Standard toolbar

    b. Formatting toolbar
    c. Drawing Toolbar

    d. Picture Toolbar

137. What must be used to control the layering of objects? a. formatting toolbar

    b. picture toolbar
    c. drawing toolbar
    d. image toolbar

138. Where can you find the Draw Table tool button?
    a. Standard toolbar

    b. Formatting toolbar
    c. Drawing toolbar
    d. Tables and Formatting toolbar

139. Which toolbar has crop button?
    a. Standard toolbar

    b. Formatting toolbar
    c. Drawing toolbar
    d. Picture Toolbar

140. Which of the following is graphics solution for Word Processors?
    a. Clipart

    b. WordArt
    c. Drop Cap

    d. All of above

141. Which of the following is not of the merge process?
    a. Sort the data source records

    b. Format a main document
    c. Edit a data source

    d. Merge the two files to print or create a new document

142. What would you do when you want to update the data in an embedded worksheet range?

    a. double click the worksheet range object

    b. right click worksheet range object & choose format object
    c. edit the data in the destination document

    d. edit the data in the source document.

143. Which command is used to establish a link between a source document and a destination document?
    a. Tools, Link, Documents

    b. Tools, Link
    c. Edit, Link

    d. Edit, Paste Special

144. To select multiple cells, rows, or columns in a table that are not adjacent to one another, select the first cell and then hold down the _____ key while selecting the next cell, row, or column.

    a. alt
    b. shift
    c. enter

    d. ctrl

145. The paragraph mark (¶) is a formatting mark that indicates where the _____ was pressed.

    a. tab
    key b.
    spacebar
    c. enter
    key d.
    shift key

146. Which of the following option in File pull down menu is used to close a MS Word document?
    a. Quit

    b. Close
    c. Exit
    d. New

147. Which keystroke is used for updating a field?
    a. F6
    b. F9

    c. F11
    d. F12

148. Pressing the _____ key instructs Word to replace an AutoText entry name with the stored AutoText entry.
    a. f1

    b. f2
    c. f3

    d. f4

149. Which of the following function key activates the speller?

    a. F5
    b. F7
    c. F9

    d. Shift + F7

150. Which simplifies the process of formatting text if the same formatting is required in more than one location

    a. Auto Text
    b. Format Painter

    c. Font dialog box
    d. None of the above

152. There can be many ways to insert page number in a document. Which of the following lets you insert page
    number

    a. Page number from Insert menu
    b. Page Setup from file menu
    c. Footnote from Insert menu

    d. Both a & c

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153. The MLA style specifies that a superscript be used for a note reference mark to signal an explanatory note exists either at the bottom of the page as a(n) _____.

   a. footnote or at the end of the document as a startnote

   b. headnote or at the end of the document as an endnote

   c. footnote or at the end of the document as an endnote

   d. headnote or at the end of the document as a startnote

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

   a. Edit
   b. View
   c. Format

   d. Tools

155. Although it is not shown in normal view, to view a header, click _____ on the menu bar and then click Header and Footer.

   a. View

   b. Edit
   c. Format
   d. Tools

156. To change margin settings, click _____ on the menu bar andthen point to the Page Setup command.

   a. File
   b. Edit
   c. Format

   d. Tools

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

   a. View
   b. Tools

   c. Format
   d. Data

158. From which menu you can insert Header and Footer?

   a. Insert Menu
   b. View Menu

   c. Format menu
   d. Tools Menu

159. What is the tool in Word that copies only the format of selected text so that you can apply on other text?

   a. Copy
   b. Paste

   c. Format Painter
   d. Paste Special

160. Select a _____ to apply a predefined format to a Word 2007 table
   a. Table style

   b. Table format
   c. Format Style

   d. None of above

161. _____ are types of wizards and templates in the Resume Wizard dialog box.

   a. Standard, Contemporary, and Sophisticated b. Professional, Contemporary, and Elegant c. Formatted, Unformatted, and Graphic

   d. Ba

162. Changing the appearance of a document is called
  a. Proofing
  b. Editing

  c. Formatting
  d. All of above

163. Which language does MS-Word use to create Macros?
  a. Visual C++
  b. Visual Basic

  c. FoxPro
  d. Access

164. Word stores all frames associated with a Web page in a single file called the _____.
  a. authoring page

  b. text page
  c. frames page
  d. hyperlink page

165. You wished to justify text over the height of paper, which option will you choose

   a. Page Setup from File menu
  b. Paragraph from Format menu
  c. From formatting toolbar

  d. Font from Format menu
166. If you need to hide some paragraphs, how can you do

  it?
  a. From Paragraph dialog box
  b. From Font dialog box

  c. From Options Dialog box
  d. None of above

167. To display more of the document on the screen in print layout view, the _____ can be hidden.
  a. white space at the top of the pages

  b. white space at the bottom of the pages
  c. gray space between pages

  d. all of the above

168. Which of the following is Page Orientation?
  a. Landscape

  b. Portrait
  c. Gutter
  d. Only A & B

169. Which indent marker controls all the lines except first line?
  a. First Line Indent Marker

  b. Left Indent Marker
  c. Hanging Indent Marker

  d. Right Indent Marker

170. Which of the following typically appear at the end of document for citation of source?

  a. End notes
  b. Foot notes

  c. Header
  d. Footer

171. MS Office provides help in many ways, which of these is one of them?

  a. What is this?
  b. Office Assistant

  c. Help menu
  d. All of the above

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172. To advance rightward from one cell to the next in a table, press the _____ key.
    a. tab

    b. backspace
    c. home

    d. enter

173. Which key deletes the character to the left of the cursor?

    a. End
    b. Backspace

    c. Home
    d. Delete

174. Which key deletes the character to the right of the cursor?

    a. End   b. Backspace
    c. Home

    d. Delete

175. Where is the quick Access Toolbar and when should you use it?

    a. upper-left corner and use it for your favorite commands

    b. floats over your text and use it when you need to make formatting

    changes

    c. Home tab and use it when you need to quickly launch or start new document

    d. None of above

176. When you save a file as a Web page, Word converts the contents of the document into _____.

    a. Java
    b. Perl

c. HTML
d. Unix

177. By default, Word automatically formats each heading in a table of contents as _____
    a. bookmarks

    b. cross-references
    c. hyperlinks
    d. word-fields

178. Footnotes, endnotes, and indexes are all inserted as
    a. bookmarks
    b. cross-references

    c. hyperlinks
    d. word fields

179. Which of the following is not the part of standard office suite?
    a. Word Processor

    b. Database
    c. Image Editor

    d. File manager

180. Ctrl + L
    a. Left Align

    b. Left Indent
    c. Increase Left Margin
    d. Decrease Left Margin

181. The keystrokes Ctrl + I is used to
    a. Increase font size

    b. Inserts a line break

c. Indicate the text should be bold

d. Applies italic format to selected text

182. Ctrl + K

a. Insert Page Humber
b. Insert Hyperlink

c. Insert Header
d. Insert Footer

183. Which of the following can NOT be used to create parallel style column?
a. Format Tabs

b. Table Insert Table
c. Insert Textbox
d. Format Columns

184. Which of the following is used to create newspaper style columns?
a. Format Tabs

b. Table Insert Table
c. Insert Textbox

d. Format Columns

185. Which menu do you choose to create footer? (in MS Office 2003)

a. format, header and footer
b. view, footer

c. insert, header and footer
d. view, header and footer

186. Which menu do you choose to create header? (in MS Office 2003)

a. format, header and footer
b. view, header

c. insert, header and footer
d. view, header and footer

187. What happens when you insert an AutoShape by simply clicking in the document?

a. it appears near the insertion point

b. it is inserted in its default size
c. is selected

d. all of the abovesic, Comprehensive, formaated

188. 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 above

189. 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 task pane
d. None of above

190. What happens if you press Ctrl + Shift + F8?
a. It activates extended selection
b. It activates the rectangular selection

c. It selects the paragraph on which the insertion line is.

d. None of above

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191. What is the use of "All Caps" feature in MS-Word?
    a. It changes all selected text into Capital Letter
    b. It adds captions for selected Image

    c. It shows, all the image captions
    d. None of the above

192. 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?

    a. Spacing

    b. Scaling
    c. Kerning
    d. Positioning

193. Gutter position can be set in following positions
    a. Left & Right
    b. Left & Top

    c. Left & Bottom
    d. Left Only

194. The _____ indents all the lines of a paragraph except first line
    a. First Line Indent Marker

    b. Hanging Indent Marker
    c. Left Indent Marker

    d. Right Indent Marker

195. A document in portrait orientation prints

    a. the same characters per line with the same document in landscape

    b. More characters per line than the same document in landscape

    c. Less characters per line than the same document in landscape

    d. Smaller fonts in order to fit the same amount of characters per line with landscape

196. A _____ is a formatting mark at the end of a line that moves the insertion point to the beginning of the next physical line.

    a. paragraph break character
    b. nonbreaking space
    c. line break character

    d. nonbreaking hyphen

197. Which option enables automatic updates in destination documents?

    a. embedding
    b. objects

    c. links
    d. relationships

198. Which of the following position is not available for fonts on MS Word?

    a. Normal

    b. Raised
    c. Lowered
    d. Centered

199. Which corner of the Word window has the zoom control?
    a. upper-left

    b. upper-right
    c. lower-left

    d. lower-right

200. When you point to the _____ corner of a table, the table move handle appears.

    a. upper-right
    b. lower-left
    c. lower-right
    d. upper-left

201. The ability to combine name and addresses with a standard document is called _____

    a. document formatting
    b. database management
    c. mail merge

    d. form letters

202. Which enables us to send the same letter to different persons?

    a. macros
    b. template
    c. mail merge
    d. none

203. A word processor would most likely be used to do a. keep an account of money spent

    b. do a computer search in media center
    c. maintain an inventory
    d. type a biography

204. 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

205. Which can be used for quick access to commonly used commands and tools?

    a. Status bar
    b. Tool bar
    c. Menu bar
    d. Title bar

206. 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

207. When the Language bar is _____, it means that you do not see it on the screen but it will be displayed the next time you start your computer.

    a. restored
    b. hidden

    c. minimized
    d. closed

208. AutoCorrect was originally designed to replace

    _____ words as you type.
    a. short, repetitive

    b. grammatically incorrect
    c. misspelled
    d. none of the above

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209. Home Key

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

210. "Ctrl + Right Arrow" is used to
a. Moves the cursor one word right
b. Moves the cursor end of the line
c. Moves the cursor end of the document
d. Moves the cursor one Paragraph down

211. End Key
a. Moves the cursor end of the line
b. Moves the cursor end of the document
c. Moves the cursor end of the paragraph
d. Moves the cursor end of the screen

212. "Ctrl + PageDown" is used to
a. Moves the cursor one Paragraph Down

b. Moves the cursor one Page Down

c. Moves the cursor one Line Down

d. Moves the cursor one Screen Down

213. "Ctrl + Down Arrow" is used to
a. Moves the cursor one paragraph down
b. Moves the cursor one line down
c. Moves the cursor one page down
d. Moves the cursor one screen down

214. Page Up Key
a. Moves the cursor one line up
b. Moves the cursor one screen up
c. Moves the cursor one page up
d. Moves the cursor one paragraph up

215. "Ctrl + Left Arrow" is used to
a. Moves the cursor beginning of the Line
b. Moves the cursor one word left
c. Moves the cursor one paragraph up
d. Moves the cursor one paragraph down

216. Page Down Key
a. Moves the cursor one line down
b. Moves the cursor one page down
c. Moves the cursor one screen down
d. Moves the cursor one paragraph down

217. "Ctrl + PageUp" is used to
a. Moves the cursor one Page Up
b. Moves the cursor one Paragraph Up

c. Moves the cursor to the end of Paragraph
d. None of the
Above

221. Which of the following are word processing software?
a. WordPerfect
b. Easy Word
c. MS Word
d. All of above

222. Which file starts MS Word?
a. winword.exe
b. word.exe
c. msword.exe
d. word2003.exe

223. Ctrl + N
a. Save Document
b. Open Document
c. New Document
d. Close Document

224. To exit from the Resume Wizard and return to the
document window without creating a resume, click the
_____ button in any panel in the Resume Wizard dialog
box.
a. Cancel
b. Back
c. Next
d. Finish

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

226. Which of the following is not the Section Break Option?
a. Next Page
b. Previous Page
c. Odd Page
d. Even Page

227. Which of the following is not valid version of MS Office?
a. Office XP   b. Office Vista
c. Office 2007   d. None of above

228. By default, on which page the header or the footer is
printed?
a. on first page

c. Moves the cursor one Screen Up
d. Moves the cursor one Line Up

218. "Ctrl + Up Arrow" is used to

a. Moves the cursor one page up
b. Moves the cursor one line up
c. Moves the cursor one screen up
d. Moves the cursor one paragraph up

219. "Ctrl + Home" is used to
a. Moves the cursor to the beginning of Document
b. Moves the cursor to the beginning of Line
c. Moves the cursor to the beginning of Paragraph

d. All of the above

220. "Ctrl + End" is used to
a. Moves the cursor to the end of Line
b. Moves the cursor to the end of Document

b. on alternate page
c. on every page
d. none of the
above

229. 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

230. Ctrl + G
a. Open Paragraph Dialog box activating Goto Tab
b. Open Page Setup Dialog box activating Goto Tab
c. Open Find and Replace Dialog box with activating Goto Tab
d. Open Goto Dialog box

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231. Ctrl + F

   a. Open Find and Replace Dialog box with activating Find Tab

   b. Open Page Setup Dialog box with activating Layout Tab

   c. Open Font Dialog Box with activating Font tab d. Open File Save as Dialog box

232. Ctrl + H

   a. Open Find and Replace Dialog box with activating Replace Tab

   b. Open Format Dialog box activating Insert Hyper Link tab

   c. Open Insert Dialog box activating Insert Hyper Link Tab

   d. Open Insert Hyper Link Dialog box 233. Ctrl + P

   a. Open Paragraph Dialog Box b. Open Page Format Dialog Box c. Open Save Dialog Box d. Open Print Dialog box

234. Ctrl + T

   a. Hanging Indent
   b. Left Indent

   c. Open Tabs Dialog box

   d. Terminate all opened Dialog box

235. 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

236. With which view can you see how text and graphics will appear on the printed page?
   a. Normal

   b. Print Layout
   c. Outline

   d. Web Layout
237. Portrait and Landscape are

   a. Page Orientation

   b. Paper Size

   c. Page Layout
   d. All of above

238. 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

239. Which of the following is true regarding page Orientation of a Document?
   a. Page Orientation can be change at any time

   b. Page Orientation of document determines by printer c. Page Orientation must be set before start typing
   d. Page Orientation of a document cannot be changed.

240. 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

241. 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 the above

242. Where can you change the vertical alignment? a. Formatting toolbar

b. Paragraph dialog box c. Page Setup dialog box d. Standard toolbar

243. A _____ is a collection of predefined design elements and color schemes.

a. feature
b. hyperlink
c. palette
d. theme

244. Change the _____ to create a document in wide format

a. Page Orientation b. Page margins c. Paper Style d. Paper Source

245. _____ 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

246. 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. paragraphs
d. all of the above

247. 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

248. Ctrl + V

a. Paste Texts in the beginning of Document b. Paste Images in the beginning of Document c. Paste Tables at the middle of Document d. None of the above

249. The _____, or typeface, defines the appearance and shape of letters, numbers, and special characters.

a. font

b. font size c. point
d. paragraph formatting

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250. Columns dialog box can be opened from a. Format menu Columns submenu

b. Double click on column space in ruler c. Press Alt + O + C
d. All of above

251. You can detect spelling and grammar errors by a. Press Shift + F7

b. Press Ctrl + F7 c. Press Alt+ F7 d. Press F7

252. How can you break the current column and start a new column immediately?

a. Press Ctrl + Shift + Enter b. Press Alt + Enter

c. Press Ctrl + Enter
d. Press Alt + Shift + Enter

253. How can you disable extended selection mode?
a. Press F8 again to disable

b. Press Del to disable

c. Press Esc to disable
d. Press Enter to disable

254. 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

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

a. Standard
b. Formatting

c. Print Preview d. None of these

256. to view headers and footers, you must switch to

a. normal view
b. print layout view

c. print preview mode

d. both B and C
257. Ctrl + C

a. Copy the selected text

b. Cut the selected text
c. Print the selected text

d. Paste the selected text
258. Ctrl + Q

a. Paragraph formatting (Line Space and Paragraph Space)

b. Close Word Application without saving Document c. Print Whole Document without confirmation d. Does nothing

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

a. Web layout view b. Print Layout view c. Reading View
d. Print Preview

260. Ctrl + R
a. Re-Open the last closed document

b. Re-Print the last printed page

c. Re-Apply the last paragraph formatting

d. Right align the selected Paragraph

261. When Word flags a possible spelling or grammar error, it also changes the mark on the Spelling and Grammar Status icon to a _____.

a. green X
b. green check mark
c. red X

d. red check mark

262. Which of the following is not a font style?

a. Bold
b. Italics
c. Regular

d. Superscript

263. The other Col# are inactive when you"ve select 3 columns. How will you activate those boxes?

a. double click on spacing box
b. double click on inactive Col#

c. Remove mark from Line between checkbox
d. Remove mark from Equal Column Width check box

264. From where you can access Save command?

a. Home tab
b. Insert tab

c. Review tab
d. None of above

265. How can you remove tab stop markers from ruler?

a. Double click the tab marker and choose Clear All
b. Drag the tab stop marker out of the ruler
c. Right click the tab stop marker and choose remove

d. All of above

266. Ctrl + M

a. New Document
b. Close Document
c. Right Indent

d. Left Indent

267. 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

268. In Word, the default alignment for paragraphs is

_____.

a. left-aligned, or flush margins at the left edge and uneven edges at the right edge

b. centered, or equidistant from both the left edge and the right edge

c. right-aligned, or flush margins at the right edge and uneven edges at the left edge

d. justified, or flush margins at both the left and right edges

269. In MS Word, Ctrl+S is for …..

a. Scenarios
b. Size
c. Save

d. Spelling Check

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270. Ctrl + W

   a. Save and Print the Document

   b. Save and Close Word
   Application c. Save and Close
   document
   d. Without Save, Close Document

271. The key F12
   opens a a. Save As
   dialog box b. Open
   dialog box

   c. Save dialog
   box d. Close
   dialog box

272. Ctrl + I

   a. Italic
   b. Left Indent

   c. Save Document
   d. Close Document
273. Ctrl + S

   a. Save Document with different name
   b. Save Document with same name

   c. Save Document and Close Word Application
   d. Save Document and Print whole Pages

274. 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.

   a. Embed Fonts
   b. Embed True Type Fonts
   c. Save True Type Fonts

   d. Save Fonts
275. Ctrl + J
   a. Align Justify

   b. Insert Hyperlink
   c. Search

d. Print

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

   a. Page
   b. Document

   c. Section
   d. Page Setup

277. If you need to double underline a word, how will
   you do that?

   a. Go to Format menu and then Font option.
   Open Underline Style and choose Double
   Underline

   b. From Format menu choose Font option and then
   from Font tab open Underline Style and select
   Double Underline

   c. Select the text then choose Format >> Font
   and on Font tab, open Underline Style and
   choose Double Underline

   d. Click double underline tool on formatting toolbar

278. How can you apply exactly the same formatting
   you did to another text?

   a. Copy the text and paste in new location. Then
   type the new text again.

   b. Copy the text and click on Paste Special tool
   on new place

   c. Select the text then click on Format Painter and
   select the new text

   d. All of above

279. 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 parameters d. create the data source

280. 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). a. ctrl

b. alt
c. shift
d. tab

281. What is the shortcut-key for manual line break?

a. CTRL + Enter

b. Alt + Enter
c. Shift + Enter

d. Space + Enter

282. 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

283. What is the shortcut key to display field codes?

a. Alt + F9

b. Ctrl + F9
c. Shift + F9

d. Space + F9

284. To use your keyboard instead of the mouse to select tools on the ribbon, you display the KeyTips by pressing the _____key?
a. Alt   b. Ctrl

c. Shift+Enter   d. Alt+Enter

285. Press _____ to create a line break, which advances the insertion point to the beginning of the next physical line

– ignoring any paragraph formatting instructions. a. shift+enter

b. ctrl+enter
c. shift+tab
d. ctrl+tab

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

a. subdocument
b. symbol

c. signal
d. switch

287. Essential business letter elements include the _____. a. date line and inside address

b. message

c. signature block d. all of the above

288. Which of the following helps to reduce spelling error in the document?

a. Auto Format   b. Auto Correct
c. Smart Tags   d. Auto Text

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289. It is possible to _____ a data source before performing a merge.

    a. create
    b. modify
    c. sort
    d. all of the above

290. Word has Web authoring tools allow you to incorporate _____ on Web pages.

    a. bullets
    b. hyperlinks
    c. sounds
    d. all of the above

291. When typing in Preeti font all the Ukars turn to something else? What"s the cause?

    a. Autotext
    b. Autocorrect
    c. Speller
    d. Preeti font does not work with Word

292. 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

293. What is placed to the left of horizontal scroll bar
    a. Tab stop buttons
    b. View buttons
    c. Split buttons
    d. Indicators

294. Insert Date, Format Page Number, and Insert AutoText are buttons on the _____ toolbar.
    a. Formatting
    b. Header and Footer c. Standard
    d. Edit

295. Which of the following do you use to change margins?

    a. formatting toolbar
    b. page setup dialog box c. Standard toolbar
    d. paragraph dialog box

296. In order to email a Word document from withing MS Word

    a. Office button >> Send to >> Mail Recipient b. Save the file as an email attachment
    c. Start Outlook and attach the file while open in Word d. This is an impossible operation

297. A screen element of MS Word that is usually located below the title bar that provides categorized options is a. Menu mar
    b. Tool Bar
    c. Status Bar
    d. All of the above

298. In Word 2007 the Zoom is placed on

    a. View tab
    b. Home tab
    c. Status bar
    d. A & C both

299. The _____ is a short horizontal line indicating the conclusion of a document.

    a. insertion point b. end mark

    c. status indicator d. scroll box

300. Small squares, called _____, on the selection rectangle that surrounds a graphic can be used to change the dimensions of the graphic.

    a. scroll boxes
    b. sizing handles c. status indicators d. move handles

301. A _____ is not attached to an edge of the Word window; that is, it displays in the middle of the Word window and can be moved anywhere in the window.
    a. floating toolbar
    b. scroll bar

    c. status toolbar
    d. menu bar

302. Which of the following best describes the contents of a mail merge main document?

a. Information that is unique for every form letter created b. Information that is same for every form letter created c. Styles and fonts for the data source d. None of above

303. A character that is raised and smaller above the baseline is known as
    a. outlined

    b. raised
    c. superscript

    d. subscript

304. The shortcut keys for the _____ character formatting are ctrl+ shift+ plus sign.

    a. case of letters
    b. underline words, not spaces

    c. superscript
    d. all capital letters
305. Using Find command in Word, we can search?

    a. characters
    b. formats
    c. symbols

    d. All of the above
306. Thesaurus tool in MS Word is used for

    a. Spelling suggestions
    b. Grammar options
    c. Synonyms and Antonyms words

    d. All of above

307. Which of the following can be used to divide a web page into areas?

    a. frames
    b. theme

    c. table of contents
    d. none of the above
308. The ribbon in Word 2007 consists of a series of

    a. Gates   b. Smaller ribbons
    c. Tabs   d. Icons

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309. Borders can be applied
to a. cells

b.
paragraph
c. text
d. All of above

310. Which tab in Font dialog box contain options to apply font effects?
a. Font tab

b. Character
Spacing c. Text
Effects

d. Standard Toolbar

311. To save an existing document with a different file name, click _____.

a. the Save button on the Standard toolbar b. Save on the File menu

c. the Save As button on the Standard toolbar d. Save As on the File menu

312. When you point to a text entry in the Office Clipboard gallery in the Clipboard task pane, _____.

a. the first several characters of text in the item display as
a ScreenTip

b. the text entry is deleted from the Office Clipboard gallery

c. the text entry is pasted into the document at the location of the insertion point
d. all of the above

313. What happens if you mark on Hidden check box of Font dialog box after you select some text?

a. The text is deleted from document and you need to bring from Recycle Bin if required again.

b. The text is hidden and you need to bring it by removing the check box if needed again

c. The text is deleted and cannot be returned back d. The text is hidden and cannot be returned back

314. Which is true when you insert an excel worksheet into a word document?

a. word is the destination document b. excel is the destination document

c. the worksheet is the destination document d. the document is the source document

315. Which of the following provides a list ofx synonyms? a. Find command

b. Replace Command c. Thesaurus

d. Spelling and Grammar

316. The _____ is a special toolbar that displays a series of names, each of which represents a list of commands that can be used to perform tasks.

a. scroll bar

b. status bar
c. title bar
d. menu bar

317. Dropcap means
a. All Caps
b. Small Caps

c. Title case
d. None of above

318. Press the enter key in all of the following circumstances except _____.
a. to insert a blank line into a document

b. when the insertion point reaches the right margin c. to begin a new paragraph

d. in response to certain Word commands

319. 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 above

320. 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

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

a. to enhance the overall appearance of the document b. to mark the starting and ending of page
c. to make large document more readable

d. to allow page headers and footers appear on document when printed

322. A bookmark is an item or location in document that you identify as a name for future reference. Which of the following task is accomplish by using bookmarks?
a. to add anchors in web page

b. to mark the ending of a paragraph of document c. to quickly jump to specific location in document d. to add hyperlinks in webpage

323. What is the use of bookmarks in Microsoft Word?
a. To easily correct the spelling errors

b. To quickly jump to a specific location in the document c. To quickly jump to the ending of the document d. To create a link within the document

324. What is the use of Document Map?
a. to quickly format the document

b. to quickly print required page
c. to quickly navigate the document
d. to quickly correct spelling mistakes

325. 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

326. The formats defined by _____ include character formatting, such as the font and font size; paragraph formatting, such as line spacing and text alignment; table formatting; and list formatting.

a. options
b. styles
c. toolbars
d. tabs

327. To get to the „Symbol" dialog box, click on the

_____ menu and choose „Symbol".

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a. Insert
b. Format
c. Tools

d. Table

328. To insert a drop cap in one of the paragraph you should access

a. Insert Menu
b. Format

c. Tools
d. None of above

329. To set an exception to an AutoCorrect rule, click

_____ on the menu bar and then click AutoCorrect Options to display the AutoCorrect dialog box.

a. Format
b. Edit
c. Tools

d. View

330. How do you magnify your document?

a. View, Zoom
b. Format, Font
c. Tools, Options

d. Tools, Customize

331. Which would you choose to list Synonyms & Antonyms of a selected word?

a. Tools, Spelling & Grammar b. Tools, Language

c. Tools, Options
d. Insert, Cross-reference

332. Which would you choose to display the statistics about a document?

a. tools, word count b. insert, statistics

c. tools, spelling and grammar d. tools, statistics

333. Which is an Office feature that makes it easy to edit embedded objects?

a. pasting
b. visual editing

c. tools, update, links d. edit, links

334. When using the MLA style, position explanatory notes either at the _____.

a. top of the page as head notes or at the end of the paper as endnotes

b. bottom of the page as footnotes or at the end of the paper as endnotes

c. top of the page as head notes or at the beginning of the paper as front notes

d. bottom of the page as footnotes or at the beginning of the paper as front notes

335. 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

336. Which feature is used for monitoring all document changes?

    a. Edit Document b,
    Monitor Change
    c. Track Change
    d. Track all

337. Which of the following line spacing is invalid?

    a. Single

    b. Double
    c. Triple

    d. Multiple

338. How many margins sare there on a page?
    a. Two (header and footer)

    b. Four (top, bottom, right and left)
    c. Two (landscape and portrait)
    d. Four (center, top, left and bottom)

339. Which of the following is correct regarding Underline in MS-Word?

    a. Color of Underline can be change
    b. Style of Underline can be change
    c. Underline can be set using by shortcut key

    d. All of the above

340. On the works cited page, list works by each author"s last name and _____ the title of the work.

    a. italicize or underline
    b. boldface or italicize

    c. underline or boldface
    d. enlarge or underline

341. Ctrl + U

    a. Undelete the previously deleted text
    b. Undo the last changes

    c. Underline the document name

    d. Underline the selected text

342. When a hyperlink is created, Word formats the Web address as _____.
    a. italicized and colored red

    b. italicized and colored blue
    c. underlined and colored red
    d. underlined and colored blue

343. What is the name of the feature that will allow you to take a step backward if you"ve made a mistake?
    a. Redo

    b. Cancel
    c. Undo

    d. Backspace
344. To read through a document you may
    a. Use the arrow key

    b. Dragging the scroll box on the scroll bar
    c. Use your ENTER key to go down line by line

    d. Only A & B

345. Which of the following can you change using the page setup dialog box?

    a. margins
    b. page orientation
    c. vertical alignment

    d. all of the above

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346. The header and footer command are located on the

    …..tab
    a. Home
    b. Insert
    c. View
    d.
    Header

347. The column command is located on the _____ tab. a. Insert

    b.
    Home
    c. View

    d. Page Layout

348. Using the ribbon where should you go to activate the ruler on your document?

    a. View >> toolbars b. File >> Open
    c. View >> Ruler

    d. Insert >> Reference

349. Which menu do you choose to shade words and paragraph?

    a. format, borders and shading
    b. insert, borders and shading

    c. view, shading
    d. none of the above

350. 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?

    a. regret
    b.
    subdecl

c. We regret to inform you that your submission has been declined

    d. 11

351. Before creating a master document, you must switch to _____

    a.   Normal View   b. Outline View

    c.   Web   Layout View   d.   Print Layout View

352. Before moving a subdocument to another location within a master document, you must switch to _____

    a.   Normal View   b. Outline View

    c.   Web   Layout View   d.   Print Layout View

353. Which of the following can be used to navigate documents?

    a. frames

    b. hyperlinks
    c. web toolbar

    d. all of the above

354. Which of the following symbol sets would be most likely to contain a mathematical symbol such as a degree sign, greater than or equal to, or a Greek letter?

    a. Wingdings
    b. Wingdings 3 c.
    Webdings d. Symbol

355. The _____ on the right side of the menu bar lets users type free-form questions, such as how do I save, or terms, such as copy, and Word responds by displaying a list of topics related to the word or phrase entered.

a. Type a question for help box b. Question Mark button

c. What"s this? command d. Index sheet

356. Selecting text means, selecting?

a. a word

b. an entire sentence

c. whole document
d. any of the above

358. Bold, Italic, Regular are known as a. font styles

b. font effects c. word art d. text effects

359. Shimmer, Sparkle text, Blinking Background etc. are known as

a. font styles
b. font effects c. word art d. text effects

360. Superscript, subscript, outline, emboss, engrave are known as

a. font styles
b. font effects c. word art d. text effects

361. The main elements of the _____ are the insertion

point, end mark, mouse pointer, rulers, scroll bars, and status bar.

a. Word toolbar

b. Formatting toolbar

c. Word document window d. Graphics toolbar

362. 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

363. Which of the following statement is false?

a. You can set different header footer for even and odd pages

b. You can set different page number formats for different sections

c. You can set different header footer for first page of a section

d. You can set different header and footer for last page of a section

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1 - B	2 - A	3 - C	4 - B	5 - A	6 - B	7 - B	8 - C	9 - B	10 - B
11 - B	12 - D	13 - D	14 - C	15 - C	16 - A	17 - B	18 - D	19 - C	20 - B
21 - A	22 - D	23 - B	24 - A	25 - A	26 - A	27 - B	28 - C	29 - D	30 - A
31 - D	32 - B	33 - A	34 - A	35 - B	36 - B	37 - D	38 - B	39 - B	40 - A
41 - C	42 - D	43 - A	44 - C	45 - A	46 - B	47 - A	48 - D	49 - C	50 - D
51 - C	52 - C	53 - B	54 - D	55 - A	56 - C	57 - C	58 - C	59 - C	60 - C
61 - C	62 - A	63 - B	64 - C	65 - A	66 - A	67 - C	68 - C	69 - B	70 - A
71 - A	72 - D	73 - D	74 - C	75 - C	76 - C	77 - B	78 - B	79 - D	80 - D
81 - D	82 - C	83 - D	84 - C	85 - D	86 - D	87 - B	88 - D	89 - C	90 - a
91 - A	92 - C	93 - B	94 - A	95 - A	96 - B	97 - C	98 - C	99 - D	100 - A
101 - C	102 - A	103 - D	104 - C	105 - C	106 - C	107 - d	108 - d	109 - B	110 - C
111 - C	112 - D	113 - B	114 - C	115 - C	116 - C	117 - A	118 - C	119 - D	120 - C
121 - B	122 - B	123 - A	124 - C	125 - B	126 - B	127 - C	128 - A	129 - B	130 - B
131 - B	132 - C	133 - C	134 - B	135 - C	136 - A	137 - C	138 - D	139 - D	140 - A
141 - A	142 - A	143 - D	144 - d	145 - C	146 - B	147 - B	148 - C	149 - B	150 - B
151 - B	152 - A	153 - C	154 - C	155 - A	156 - A	157 - C	158 - B	159 - C	160 - A
161 - B	162 - C	163 - B	164 - C	165 - A	166 - B	167 - D	168 - D	169 - C	170 - A
171 - D	172 - a	173 - B	174 - D	175 - A	176 - C	177 - C	178 - D	179 - D	180 - A
181 - D	182 - B	183 - D	184 - D	185 - D	186 - D	187 - D	188 - C	189 - C	190 - B
191 - A	192 - C	193 - B	194 - B	195 - C	196 - C	197 - C	198 - D	199 - D	200 - D
201 - C	202 - C	203 - D	204 - C	205 - B	206 - D	207 - B	208 - C	209 - D	210 - A
211 - A	212 - B	213 - A	214 - B	215 - B	216 - C	217 - A	218 - D	219 - A	220 - B
221 - D	222 - A	223 - C	224 - D	225 - D	226 - B	227 - B	228 - C	229 - C	230 - C
231 - A	232 - A	233 - D	234 - A	235 - A	236 - B	237 - A	238 - B	239 - A	240 - A
241 - C	242 - C	243 - D	244 - A	245 - B	246 - D	247 - B	248 - D	249 - A	250 - D
251 - D	252 - A	253 - C	254 - B	255 - B	256 - D	257 - A	258 - A	259 - D	260 - D
261 - C	262 - D	263 - D	264 - D	265 - B	266 - D	267 - D	268 - A	269 - C	270 - C
271 - A	272 - A	273 - B	274 - B	275 - A	276 - C	277 - C	278 - C	279 - C	280 - c
281 - C	282 - B	283 - A	284 - A	285 - a	286 - D	287 - D	288 - B	289 - D	290 - D
291 - B	292 - C	293 - B	294 - B	295 - B	296 - A	297 - A	298 - D	299 - B	300 - B
301 - A	302 - B	303 - C	304 - C	305 - D	306 - C	307 - A	308 - C	309 - D	310 - A
311 - D	312 - A	313 - B	314 - A	315 - C	316 - D	317 - D	318 - B	319 - C	320 - D
321 - D	322 - C	323 - B	324 - C	325 - A	326 - B	327 - A	328 - B	329 - C	330 - A
331 - B	332 - A	333 - B	334 - B	335 - B	336 - C	337 - C	338 - B	339 - D	340 - A
341 - D	342 - D	343 - C	344 - D	345 - D	346 - B	347 - D	348 - C	349 - A	350 - B
351 - B	352 - B	353 - B	354 - D	355 - A	356 - D	357 - C	358 - A	359 - D	360 - B
361 - C	362 - C	363 - D							

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