

1. How can you insert special characters and symbols in MS Word?

- a. Right-click and select
- b. Insert Tab > Symbol
- c. Format > Special Characters
- d. Edit > Insert Symbol

Correct Answer: b**2. What is the shortcut key to copy selected text?**

- a. Ctrl + X
- b. Ctrl + V
- c. Ctrl + C
- d. Ctrl + B

Correct Answer: c**3. How do you select text using the keyboard?**

- a. Ctrl + Left Click
- b. Shift + Left Arrow
- c. Alt + Right Click
- d. Ctrl + Right Arrow

Correct Answer: b

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4. What is the purpose of the Find feature in MS Word?

- a. To format text
- b. To insert symbols
- c. To search for a specific word or phrase
- d. To replace text

Correct Answer: c**5. How do you use the Find and Replace feature in MS Word?**

- a. Click on Insert Tab
- b. Right-click and select Find
- c. Click on Design Tab
- d. Click on Home Tab > Replace

Correct Answer: d**6. What is the objective of Module 3: Formatting?**

- a. Learning advanced editing techniques
- b. Understanding computer proficiency
- c. Formatting documents in MS Word
- d. Creating hyperlink shortcuts

Correct Answer: c**7. How do you change font properties in MS Word?**

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- a. Home Ribbon Bar > Font Segment
- b. Insert Tab > Font Style
- c. Design Tab > Font Options
- d. Format > Change Font

Correct Answer: a

8. What is the shortcut key for making text bold?

- a. Ctrl + B b. Ctrl + I
- c. Ctrl + U
- d. Ctrl + L

Correct Answer: a

9. How can you justify text in MS Word?

- a. Click on Home Tab > Justify
- b. Ctrl + J
- c. Right-click and select Justify
- d. Format > Align > Justify

Correct Answer: b

10. What does the hyperlink shortcut Ctrl + K do in MS Word?

- a. Inserts a hyperlink
- b. Copies selected text

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- c. Cuts the text
- d. Selects all text

Correct Answer: a

11. What is used to insert borders to a paragraph or a full page in MS Word?

- a. Home Tab > Borders
- b. Design Tab > Page Borders
- c. Page Layout > Insert Borders
- d. Insert Tab > Border Options

Correct Answer: b

12. How do you insert bullets in MS Word?

- a. Home Tab > Bullets
- b. Format > Bullet Points
- c. Design Tab > Insert Bullets
- d. Insert Tab > Bullets

Correct Answer: a

13. What is the purpose of templates in MS Word?

- a. Inserting special characters
- b. Changing font styles

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c. Using pre-designed document samples

d. Applying page layout

Correct Answer: c

14. How do you apply more than one style to a selected text in MS Word?

a. Click on Design Tab

b. Use the More Font button from Font Tab

c. Right-click and select Style

d. Ctrl + M

Correct Answer: b

15. What is the shortcut key for left alignment of text?

a. Ctrl + L

b. Ctrl + R

c. Ctrl + E

d. Ctrl + J

Correct Answer: a

16. What is the objective of Module 3: Tables?

a. Understanding basic word processing

b. Learning advanced formatting techniques

c. Providing information about creating tables

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d. Exploring hyperlink functionalities

Correct Answer: c

17. How can you change the column width and height in a table in MS Word?

- a. Table Tools > Design Tab > Format
- b. Right-click and select Table Format
- c. Insert Tab > Table Size
- d. Table Tools > Layout Tab > Cell Size

Correct Answer: d

18. What is the shortcut key to insert a hyperlink in MS Word?

- a. Ctrl + H
- b. Ctrl + K
- c. Ctrl + I
- d. Ctrl + U

Correct Answer: b

19. What does the green wavy line under a sentence represent in MS Word?

- a. Spelling mistake
- b. Grammar mistake
- c. Formatting error

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d. Hyperlink suggestion

Correct Answer: b

20. How can you review a document in MS Word for spelling and grammar mistakes?

a. Home Tab > Proofread

b. File > Review Document

c. Right-click and select Proofread

d. Review Tab > Spelling and Grammar

Correct Answer: d

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