



1. 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

Answer: A

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

- A. 40
- B. 45
- C. 50
- D. 55

Answer: B

3. 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

Answer: A

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

- A. Raised
- B. Outlined
- C. Capscript
- D. Superscript

Answer: D

5. Selecting text means, selecting?

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

Answer: A

6. 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



Answer: C

7. Using Find command in Word, we can search?

- A. characters
- B. formats
- C. symbols
- D. All of the above

Answer: D

8. 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

Answer: D

9. 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

Answer: C

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

- A. View
- B. Tools
- C. Format
- D. Data

Answer: C

11. 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

Answer: B

12. 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

Answer: B

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

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

Answer: B

14. 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

Answer: A

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

- A. New
- B. Quit
- C. Close
- D. Exit

Answer: C

16. 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

Answer: C

17. Graphics for word processor

- A. Peripheral
- B. Clip art
- C. Highlight
- D. Execute



Answer: B

18. 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

Answer: D

19. What is the extension of files created in Ms-Word 97- 2003

- A. dot
- B. doc
- C. dom
- D. txt

Answer: B

20. 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

Answer: C

21. Which shortcut key is used to spell check in MS-Word

- A. F1
- B. F2
- C. F7
- D. F9

Answer: C

22. Why headers and footers used in MS -Word

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

Answer: D



23. 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

Answer: D

24. 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

Answer: A

25. 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

Answer: A

26. What is the default number of lines to drop for drop cap?
- A. 3
  - B. 10
  - C. 15
  - D. 20

Answer: A

27. 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

Answer: B

28. Why are headers and footers used in document?



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

Answer: D

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

- A. 10
- C. 20
- B. 15
- D. Undefine

Answer: A

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

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

Answer: C

31. Macros are:

- A. Small programs created in MS-Word to automate repetitive tasks by using VBA
- C. Programming language that you can use to customize MS-Word
- B. Small add-on programs that are installed afterwards if you need them
- D. Large tools in Word such as mail merge

Answer: A

32. A template stores:

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

Answer: D

33. What do you mean by vertical separation between columns?

- A. Orientation
- B. Gutter



C. Margin

D. Index

Answer: C

34. Which of the following is an absolute cell reference?

A. A1

B. AA1

C. !A!

D. #a#1

Answer: B

35. Pressing F8 key for three times selects

A. A paragraph

B. A sentence

C. A word

D. Entire document

Answer: B

36. 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

Answer: A

37. Thesaurus tool in MS Word is used for...

A. Spelling suggestions

B. Synonyms and Antonyms words

C. Grammar options

D. All of above

Answer: A

38. 1. Which of the following is not valid version of MS Office?

A. Office 2003

B. Office Vista

C. Office 2007

D. None of these



Answer: B

39. 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

Answer: C

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

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

Answer: A

41. What is place to the left of horizontal scroll bar?

- A. Indicators
- B. View buttons
- C. Tab stop buttons
- D. Split buttons

Answer: B

42. Which file starts MS Word?

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

Answer: D

43. How many ways you can save a document?

- A. 3
- B. 4
- C. 2
- D. 1

Answer: A





44. 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

Answer: B

45. 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

Answer: D

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

- A. Page Setup
- B. Section
- C. Page
- D. Document

Answer: B

47. Borders can be applied to..

- A. Cells
- B. Text
- C. Paragraph
- D. All of above

Answer: D

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

- A. Right
- B. Center
- C. Left
- D. Top

Answer: B

49. What is the default left margin in Word 2003 document?

- A. 1
- B. 1.25
- C. 1.5
- D. 2



Answer: B

50. 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

Answer: C

51. Portrait and Landscape are

- A. Page Orientation
- B. Paper Size
- C. Page Layout
- D. All of above

Answer: A

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

- A. Edit
- B. View
- C. Format
- D. Tools

Answer: C

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

- A. Bold
- B. Italics
- C. Regular
- D. Superscript

Answer: D

54. 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

Answer: C



55. 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

Answer: C

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

- A. 163
- B. 1638
- C. 16038
- D. None of above

Answer: B

57. Which of the following is graphics solution for Word Processors?

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

Answer: A

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

- A. Superscript
- B. Raised
- C. Outlined
- D. Subscript

Answer: A

59. 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 D. To make large document more readable document when printed

Answer: C



60. Thesaurus tool in MS Word is used for

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

Answer: C

61. A bookmark is an item or location in document that you identify as a name for future reference. Which of the following task is accomplished by using bookmarks?

- A. To mark the ending of a paragraph of document
- B. To add anchors in web page
- C. To add hyperlinks in webpage
- D. To quickly jump to specific location in document

Answer: D

62. 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

Answer: A

63. 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

Answer: C

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

- A. Fixed Column Width
- B. AutoFit to Contents
- C. Autofit to Column
- D. Autofit to Window

Answer: C



65. To autofit the width of column

- A. Double click the left border of column
- B. Double click the right border of column
- C. Double click the column header
- D. All of above

Answer: B

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

- A. Format menu
- B. View Menu
- C. Tools Menu
- D. Insert Menu

Answer: B

67. After typing header text, how can you quickly enter footer text?

- A. Click on Switch between Heder & Footer then type the text
- B. Press PageDown key and type the text for footer
- C. Both of above
- D. None of above

Answer: A

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

- A. From Insert menu choose Page Number and specify necessary setting
- B. From format menu choose bullets and Numbering and configure necessary setting
- C. Click on Page Number Format tool and specify required setting
- D. All of above

Answer: C

69. Which of the following statement is false?

- A. You can set different header and footer for last page of a section
- B. You can set different header footer for even and odd pages
- C. You can set different page number formats for different sections
- D. You can set different header footer for first page of a section

Answer: A

70. Where can you change the vertical alignment?



- A. Paragraph dialog box
- B. Formatting toolbar
- C. Page Setup dialog box
- D. Standard toolbar

Answer: C

71. To get to the 'Symbol' dialog box, click on the \_\_\_\_\_ menu and choose 'Symbol'.

- A. Tools
- B. Table
- C. Insert
- D. Format

Answer: C

72. 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. Symbol
- B. Wingdings
- C. Webdings
- D. None of the above

Answer: A

73. AutoCorrect was originally designed to replace \_\_\_\_\_ words as you type.

- A. Grammatically incorrect
- B. Short, repetitive
- C. Misspelled
- D. None of the above

Answer: C

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

- A. Using your mouse or keyboard, perform the task you want to automate
- B. Give the macro a name
- C. Assign a keyboard shortcut to the macro
- D. Start recording

Answer: C

75. 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 True Type Fonts
- B. Embed Fonts



- C. Save True Type Fonts
- D. Save Fonts

Answer: A

76. In Word, the mailing list is known as the \_\_\_\_\_.

- A. Data source
- B. Sheet
- C. Data sheet
- D. Source

Answer: A

77. Which of the following button will allow you to add, delete, or change records in your Data Source?

- A. Edit button
- B. Data editing button
- C. Data Source button
- D. Edit Data Source button

Answer: D

78. It is possible to \_\_\_\_\_ a data source before performing a merge.

- A. Modify
- B. Sort
- C. Create
- D. all of the above

Answer: D

79. What is the default font size of a new Word document based on Normal template?

- A. 9 pt
- B. 12 pt
- C. 14 pt
- D. None of above

Answer: B

80. What is the default font used in MS Word document?

- A. Times New Roman
- B. Arial
- C. Algerian
- D. None of the above

Answer: A

81. Which tab in Font dialog box contains options to apply font effects?

- A. Text Effects
- B. Standard Toolbar
- C. Font tab
- D. Character Spacing

Answer: C

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

- A. From Format menu choose Font option and then from Font tab open Underline Style and select Double Underline
- B. Go to Format menu and then Font option. Open Underline Style and choose Double Underline
- C. Click double underline tool on formatting toolbar
- D. Select the text then choose Format >> Font and on Font tab open Underline Style and choose Double Underline

Answer: D

83. DropCap means

- A. Small Caps
- B. Title case
- C. All Caps
- D. None of above

Answer: D

84. Which of the following line spacing is invalid?

- A. Multiple
- B. Double
- C. Triple
- D. Single

Answer: C

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

- A. Copy the text and click on Paste Special tool on new place
- B. Select the text then click on Format Painter and select the new text
- C. Copy the text and paste in new location. Then type the new text again
- D. All of above

Answer: B

86. What should you do if you require pasting the same format in many places?



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- A. Double click the format painter then go on pasting in many places
- B. Click the format painter then go on pasting to many places holding Ctrl Key
- C. Click the Format painter and go on pasting in many places holding Alt Key
- D. All of above

Answer: A

87. On which toolbar can you find Format Painter tool?

- A. Formatting toolbar
- B. Picture Toolbar
- C. Drawing Toolbar
- D. Standard toolbar

Answer: D

88. Which indent marker controls all the lines except first line?

- A. Left Indent Marker
- B. First Line Indent Marker
- C. Right Indent Marker
- D. Hanging Indent Marker

Answer: A

89. Which operation you will perform if you need to move a block of text?

- A. Copy and Paste
- B. Paste and Cut
- C. Cut and Paste
- D. Paste and Delete

Answer: C

90. What is the extension of Word files?

- A. DOT
- B. TXT
- C. FIL
- D. DOC

Answer: D

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

- A. Chart
- B. Graph
- C. Clip Art
- D. Word Art



Answer: B

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

- A. Format
- B. Tools
- C. Insert Menu
- D. None of above

Answer: A

93. How many different positions can you set for drop cap?

- A. 1
- B. 2
- C. 3
- D. 4

Answer: B

94. What is the maximum number of lines you can set for lines to drop box?

- A. 3
- B. 5
- C. 10
- D. 15

Answer: C

95. Which of the following can NOT be used to create parallel style column?

- A. Insert Textbox
- B. Table Insert Table
- C. Format Tabs
- D. Format Columns

Answer: D

96. Which of the following is used to create newspaper style columns?

- A. Format Columns
- B. Table Insert Table
- C. Format Tabs
- D. Insert Textbox

Answer: A



97. Columns dialog box can be opened from...

- A. Press Alt + O + C
- B. Format menu Columns submenu
- C. Double click on column space in ruler
- D. All of above

Answer: D

98. You can jump to the next column by

- A. Press Alt + Down-arrow
- B. Clicking with your mouse on the next column
- C. Both of above
- D. None of Above

Answer: C

99. To open Columns dialog box quickly..

- A. double click the space between area on ruler
- B. double click the right margin in ruler
- C. double click on the left margin area of ruler
- D. All of above

Answer: A

100. Which of the following command is not available in Tools menu?

- A. Auto summarize
- B. Macro
- C. Autocorrect
- D. Auto text

Answer: D