

## Microsoft Word Quiz

Sr	Questions	Answers Choice
1	In Word, the mailing list is known as the _____	A. Data source B. Sheet C. Data sheet D. Source
2	What is a portion of a document in which you set certain page formatting options?	A. Page Setup B. Section C. Page D. Document
3	DropCap means	A. Small Caps B. Title case C. All Caps D. None of above
4	Which menu in MSWord can be used to change character size and typeface?	A. View B. Tools C. Format D. Data
5	How many ways you can save a document?	A. 3 B. 4 C. 2 D. 1
6	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
7	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
8	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
9	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
10	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
11	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
12	Which of the following is not a font style?	A. Bold B. Italics C. Regular D. Superscript

13	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
14	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
15	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
16	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
17	A character that is raised and smaller above the baseline is known as	A. Raised B. Outlined C. Capscript D. Superscript
18	What should you do if you require pasting the same format in many places?	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
19	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
20	What is the default number of lines to drop for drop cap?	A. 3 B. 10 C. 15 D. 20