

Microsoft Word Quiz

Sr	Questions	Answers Choice
1	How can you insert a sound file in your word document?	<p>A. From insert -&gt; sound menu option</p> <p>B. From insert -&gt; file menu option</p> <p>C. From insert -&gt; object menu option</p> <p>D. None of These</p>
2	What is a portion of a document in which you set certain page formatting options?	<p>A. Page Setup</p> <p>B. Section</p> <p>C. Page</p> <p>D. Document</p>
3	How many ways you can save a document?	<p>A. 3</p> <p>B. 4</p> <p>C. 2</p> <p>D. 1</p>
4	Auto Correct was originally designed to replace _____ words as you type.	<p>A. Grammatically incorrect</p> <p>B. Short, repetitive</p> <p>C. Misspelled</p> <p>D. None of the above</p>
5	When inserting Page number in footer it appeared 1 but you wish to show a. How can you do that?	<p>A. From Insert menu choose Page Number and specify necessary setting</p> <p>B. From format menu choose bullets and Numbering and configure necessary setting</p> <p>C. Click on Page Number Format tool and specify required setting</p> <p>D. All of above</p>
6	Macros are:	<p>A. Small programs created in MS-Word to automate repetitive tasks by using VBA</p> <p>B. Small add-on programs that are installed afterwards if you need them</p> <p>C. Programming language that you can use to customize MS-Word</p> <p>D. Large tools in Word such as mail merge</p>
7	What is the default number of lines to drop for drop cap?	<p>A. 3</p> <p>B. 10</p> <p>C. 15</p> <p>D. 20</p>
8	Portrait and Landscape are	<p>A. Page Orientation</p> <p>B. Paper Size</p> <p>C. Page Layout</p> <p>D. All of above</p>
9	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?	<p>A. Symbol</p> <p>B. Wingdings</p> <p>C. Webdings</p> <p>D. None of the above</p>
10	In MS-Word shortcut SHIFT+DELETE is used to	<p>A. Delete the selected item permanently without placing the item in the Recycle Bin</p> <p>B. Copy the selected item</p> <p>C. Rename the selected item</p> <p>D. Create a shortcut to the selected item</p>
11	If you need to double underline a word, how will you do that?	<p>A. From Format menu choose Font option and then from Font tab open Underline Style and select Double Underline</p> <p>B. Go to Format menu and then Font option. Open Underline Style and choose Double Underline</p> <p>C. Click double underline tool on formatting toolbar</p> <p>D. Select the text then choose Format -> Font -> Font and Font</p>

Format >> Font and on Font tab open Underline Style and choose Double Underline

12	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
13	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
14	What is the default font used in MS Word document?	A. Times New Roman B. Arial C. Algerian D. None of the above
15	What is the extension of files created in Ms-Word 97- 2003	A. dot B. doc C. dom D. txt
16	What is the maximum font size you can apply for any character?	A. 163 B. 1638 C. 16038 D. None of above
17	Which of the following is not a type of page margin?	A. Right B. Center C. Left D. Top
18	What is the default left margin in Word 2003 document?	A. 1 B. 1.25 C. 1.5 D. 2
19	Thesaurus tool in MS Word is used for...	A. Spelling suggestions B. Synonyms and Antonyms words C. None
20	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