

## Microsoft Word Quiz

Sr	Questions	Answers Choice
1	How many columns can you insert in a word document in maximum?	A. 40 B. 45 C. 50 D. 55 E. As you wish
2	Which menu in MSWord can be used to change character size and typeface?	A. View B. Tools C. Format D. Data
3	Which tab in Font dialog box contains options to apply font effects?	A. Text Effects B. Standard Toolbar C. Font tab D. Character Spacing
4	How many ways you can save a document?	A. 3 B. 4 C. 2 D. 1
5	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
6	It is possible to a data source before performing a merge.	A. Modify B. Sort C. Create D. all of the above
7	In Word, the mailing list is known as the	A. Data source B. Sheet C. Data sheet D. Source
8	After typing header text, how can you quickly enter footer text?	A. Click on Switch between Heder & Description of Switch between Heder & Description of Switch B. Press Page Down key and type the text for footer C. Both of above D. None of above
9	What is the default number of lines to drop for drop cap?	A. 3 B. 10 C. 15 D. 20
10	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
11	Which indent marker controls all the lines except first line?	A. Left Indent Marker B. Right Indent Marker C. First Line Indent Marker D. Hanging Indent Marker
12	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
13	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
14	Which of the following is not a type of page margin?	A. Right B. Center

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15	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
16	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
17	How can you insert a sound file in your word document?	A. From insert -> sound menu option B. From insert -> file menu option C. From insert -> object menu option D. None of These
18	DropCap means	A. Small Caps B. Title case C. All Caps D. None of above
19	Which shortcut key is used to spell check in MS-Word	A. F1 B. F2 C. F7 D. F9
20	Which of the following is not valid version of MS Office?	A. Office 2003 B. Office Vista C. Office 2007 D. None of these