

Microsoft Word Quiz

Sr	Questions	Answers Choice
1	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
2	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
3	Which shortcut key is used to spell check in MS-Word	A. F1 B. F2 C. F7 D. F9
4	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
5	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
6	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
7	What is the default number of lines to drop for drop cap?	A. 3 B. 10 C. 15 D. 20
8	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
9	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
10	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
11	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. From insert -> picture menu option

		D. None of these
12	Auto Correct was originally designed to replace _____ words as you type.	A. Grammatically incorrect B. Short, repetitive C. Misspelled D. None of the above
13	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
14	What is the maximum font size you can apply for any character?	A. 163 B. 1638 C. 16038 D. None of above
15	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
16	What feature helps you to insert the contents of the Clipboard as text without any formatting in MS Word?	A. Paste Special B. Page setup C. Styles D. Format Painter
17	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
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
19	It is possible to _____ a data source before performing a merge.	A. Modify B. Sort C. Create D. all of the above
20	Macros are:	A. Small programs created in MS-Word to automate repetitive tasks by using VBA B. Small add-on programs that are installed afterwards if you need them C. Programming language that you can use to customize MS-Word D. Large tools in Word such as mail merge