

## Microsoft Word Quiz

Sr	Questions	Answers Choice
1	What is the default font used in MS Word document?	<p>A. Times New Roman</p> <p>B. Arial</p> <p>C. Algerian</p> <p>D. None of the above</p>
2	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 &gt;&gt; Font and on Font tab open Underline Style and choose Double Underline</p>
3	What is the function of CTRL+R in MS-Word	<p>A. Open the Print dialog box</p> <p>B. Update the current Web page</p> <p>C. Close the current window</p> <p>D. None of these</p>
4	What is gutter margin?	<p>A. Margin that is added to the left margin when printing</p> <p>B. Margin that is added to right margin when printing</p> <p>C. Margin that is added to the binding side of page when printing</p> <p>D. Margin that is added to the outside of the page when printing</p>
5	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.	<p>A. Embed True Type Fonts</p> <p>B. Embed Fonts</p> <p>C. Save True Type Fonts</p> <p>D. Save Fonts</p>
6	Selecting text means, selecting?	<p>A. a word</p> <p>B. an entire sentence</p> <p>C. whole document</p> <p>D. any of the above</p>
7	Thesaurus tool in MS Word is used for...	<p>A. Spelling suggestions</p> <p>B. Synonyms and Antonyms words</p> <p>C. None</p>
8	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>
9	The minimum number of rows and columns in MS Word document is	<p>A. 1 and 1</p> <p>B. 2 and 1</p> <p>C. 1 and 2</p> <p>D. 2 and 2</p>
10	Which of the following statement is false?	<p>A. You can set different header and footer for last page of a section</p> <p>B. You can set different header footer for even and odd pages</p> <p>C. You can set different page number formats for different sections</p> <p>D. You can set different header footer for first page of a section</p>
11	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>
12	Thesaurus tool in MS Word is used for....	<p>A. Spelling suggestions</p> <p>B. Synonyms and Antonyms words</p>

		C. Grammar options D. All of 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	It is possible to _____ a data source before performing a merge.	A. Modify B. Sort C. Create D. all of the above
15	Borders can be applied to...	A. Cells B. Text C. Paragraph D. All of above
16	Which of the following is not a font style?	A. Bold B. Italics C. Regular D. Superscript
17	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
18	What is a portion of a document in which you set certain page formatting options?	A. Page Setup B. Section C. Page D. Document
19	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
20	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 t the selected text