

## Microsoft Word Quiz

Sr	Questions	Answers Choice
1	What is the maximum font size you can apply for any character?	A. 163 B. 1638 C. 16038 D. None of above
2	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
3	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
4	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
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.	A. Embed True Type Fonts B. Embed Fonts C. Save True Type Fonts D. Save Fonts
6	A character that is raised and smaller above the baseline is known as	A. Raised B. Outlined C. Capscript D. Superscript
7	What is a portion of a document in which you set certain page formatting options?	A. Page Setup B. Section C. Page D. Document
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	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
10	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
11	Thesaurus tool in MS Word is used for	A. Spelling suggestions B. Synonyms and Antonyms words C. None
12	How many columns can you insert in a word document in maximum?	A. 40 B. 45 C. 50 D. 55 E. As you wish

13	What is the default number of lines to drop for drop cap?	A. 3 B. 10 C. 15 D. 20
14	What feature helps you to inserts the contents of the Clipboard as text without any formatting in MS Word?	A. Paste Special B. Page setup C. Styles D. Format Painter
15	It is possible to a data source before performing a merge.	A. Modify B. Sort C. Create D. all of the above
16	Portrait and Landscape are	A. Page Orientation B. Paper Size C. Page Layout D. All of above
17	Which of the following line spacing is invalid?	A. Multiple B. Double C. Triple D. Single
18	Selecting text means, selecting?	A. a word B. an entire sentence C. whole document D. any of the 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