

Microsoft Word Quiz

Sr	Questions	Answers Choice
1	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>
2	After typing header text, how can you quickly enter footer text?	<p>A. Click on Switch between Heder & Footer then type the text</p> <p>B. Press PageDown key and type the text for footer</p> <p>C. Both of above</p> <p>D. None of above</p>
3	Why headers and footers used in MS -Word	<p>A. To enhance the overall appearance of the document</p> <p>B. To mark the starting of a page</p> <p>C. To make large document more readable</p> <p>D. To allow page headers and footers to appear on document when it is printed</p>
4	Auto Correctwas 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	In Word, the mailing list is known as the _____	<p>A. Data source</p> <p>B. Sheet</p> <p>C. Data sheet</p> <p>D. Source</p>
6	It is possible to _____ a data source before performing a merge.	<p>A. Modify</p> <p>B. Sort</p> <p>C. Create</p> <p>D. all of the above</p>
7	In MS-Word, for what does ruler help?	<p>A. to set tabs</p> <p>B. to set indents</p> <p>C. to change page margins</p> <p>D. All of the above</p>
8	How can you apply exactly the same formatting you did to another text?	<p>A. Copy the text and click on Paste Special tool on new place</p> <p>B. Select the text then click on Format Painter and select the new text</p> <p>C. Copy the text and paste in new location. Then type the new text again</p> <p>D. All of above</p>
9	What is theextensionof files created in Ms-Word 97- 2003	<p>A. dot</p> <p>B. doc</p> <p>C. dom</p> <p>D. txt</p>
10	Background color or effects applied on a document is not visible in	<p>A. Reading View</p> <p>B. Print Layout view</p> <p>C. Web layout view</p> <p>D. Print Preview</p>
11	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>
12	Which tab in Font dialog box contains options to apply font effects?	<p>A. Text Effects</p> <p>B. Standard Toolbar</p> <p>C. Font tab</p> <p>D. Character Spacing</p>

13	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
14	Which of the following is not valid version of MS Office?	A. Office 2003 B. Office Vista C. Office 2007 D. None of these
15	DropCap means	A. Small Caps B. Title case C. All Caps D. None of above
16	What should you do if you require pasting the same format in many places?	A. Double click the format painter then go on pasting in many places B. Click the format painter then go on pasting to many places holding Ctrl Key C. Click the Format painter and go on pasting in many places holding Alt Key D. All of above
17	What is the default font used in MS Word document?	A. Times New Roman B. Arial C. Algerian D. None of the above
18	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
19	What is a portion of a document in which you set certain page formatting options?	A. Page Setup B. Section C. Page D. Document
20	A character that is raised and smaller above the baseline is known as	A. Raised B. Outlined C. Capsript D. Superscript