Microsoft Word Quiz

Sr	Questions	Answers Choice
1	The minimum number of rows and columns in MS Word document is	A. 1 and 1 B. 2 and 1 C. 1 and 2 D. 2 and 2
2	Which key should be pressed to start a new paragraph in MS-Word?	A. Down Cursor Key B. Enter Key C. Shift + Enter D. Ctrl + Enter
3	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
4	Which of the following is not a font style?	A. Bold B. Italics C. Regular D. Superscript
5	DropCap means	A. Small Caps B. Title case C. All Caps D. None of above
6	What is a portion of a document in which you set certain page formatting options?	A. Page Setup B. Section C. Page D. Document
7	Which of the following line spacing is invalid?	A. Multiple B. Double C. Triple D. Single
8	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
9	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
10	Selecting text means, selecting?	A. a word B. an entire sentence C. whole document D. any of the above
11	In MS Word to move the insertion point to the beginning of the next word command used is	A. CTRL+RIGHT ARROW B. CTRL+LEFT ARROW C. CTRL+DOWN ARROW D. None of these
12	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
13	Pressing F8 key for three times selects	A. A paragraph B. A sentence C. A word D. Entire document
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	What is the default number of lines to drop for drop cap?	A. 3 B. 10 C. 15 D. 20
16	What is the smallest and largest font size available in Font Size tool on formatting toolbar?	A. 8 and 72 B. 8 and 68 C. 6 and 72 D. 6 and 68
17	Which of the following is not a type of page margin?	A. Right B. Center C. Left D. Top
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	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
20	Auto Correctwas originally designed to replace _____ words as you type.	A. Grammatically incorrect B. Short, repetitive C. Misspelled D. None of the above