

Microsoft Word Quiz

Sr	Questions	Answers Choice
1	After typing header text, how can you quickly enter footer text?	A. Click on Switch between Heder & Description of the type the text B. Press PageDown key and type the text for footer C. Both of above D. None of above
2	Which of the following is not a font style?	A. Bold B. Italics C. Regular D. Superscript
3	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
4	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
5	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 addons are installed on MS Word or not C. It indicates whether Extended Selection mode is turned on or off D. None of These
6	If you need to double underline a word, how will you do that?	A. From Format menu choose Font option and then from Font tab open Underline Style and select Double Underline B. Go to Format menu and then Font option. Open Underline Style and choose Double Underline C. Click double underline tool on formatting toolbar D. Select the text then choose Format >> Font and on Font tab open Underline Style and choose Double Underline
7	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
8	How many columns can you insert in a word document in maximum?	A. 40 B. 45 C. 50 D. 55 E. As you wish
9	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
10	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
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	Word automatically moves the text to the next line when it reaches the right edge of the	A. Carriaga Datum
scree	en and is called?	A. Carriage Return B. Enter C. Word Wrap D. None of the above
13 Bord	ders can be applied to	A. Cells B. Text C. Paragraph D. All of above
14 If you sure	u will be displaying or printing your document on another computer, you'll want to make and select the option under the 'Save' tab.	A. Embed True Type Fonts B. Embed Fonts C. Save True Type Fonts D. Save Fonts
15 Whic	ch shortcut key is used to spell check in MS-Word	A. F1 B. F2 C. F7 D. F9
16 Grap	phics for word processor	A. Peripheral B. Clip art C. Highlight D. Execute
17 Wha	at 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
18 Auto	Correctwas originally designed to replace words as you type.	A. Grammatically incorrect B. Short, repetitive C. Misspelled D. None of the above
19 Whic	ch 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
20 Whic	ch of the following line spacing is invalid?	A. Multiple B. Double C. Triple D. Single