

## Microsoft Word Quiz

Sr	Questions	Answers Choice
1	What is the default left margin in Word 2003 document?	A. 1 B. 1.25 C. 1.5 D. 2
2	Background color or effects applied on a document is not visible in	A. Reading View B. Print Layout view C. Web layout view D. Print Preview
3	Auto Correct was originally designed to replace _____ words as you type.	A. Grammatically incorrect B. Short, repetitive C. Misspelled D. None of the above
4	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
5	Thesaurus tool in MS Word is used for...	A. Spelling suggestions B. Synonyms and Antonyms words C. None
6	A character that is raised and smaller above the baseline is known as	A. Raised B. Outlined C. Capscript D. Superscript
7	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
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?	A. Symbol B. Wingdings C. Webdings D. None of the above
9	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
10	By default, on which page the header or the footer is printed?	A. on first page B. on alternate page C. on every page D. none of the above
11	Using Find command in Word, we can search?	A. characters B. formats C. symbols D. All of the above
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	Which of the following is not valid version of MS Office?	A. Office 2003 B. Office Vista C. Office 2007 D. None of these
14	It is possible to _____ a data source before performing a merge.	A. Modify B. Sort C. Create D. all of the above
15	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
16	A bookmark is an item or location in document that you identify a name for future Reference. Which of the following task is accomplished by using bookmarks?	A. To mark the ending of a page of document B. To quickly jump to a specific location in the document C. To add hyperlinks in a web page D. None of These
17	When inserting Page number in footer it appeared 1 but you wish to show a. How can you do that?	A. From Insert menu choose Page Number and specify necessary setting B. From format menu choose bullets and Numbering and configure necessary setting C. Click on Page Number Format tool and specify required setting D. All of above
18	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
19	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
20	How many ways you can save a document?	A. 3 B. 4 C. 2 D. 1