

Microsoft Word Quiz

Sr	Questions	Answers Choice
1	Which indent marker controls all the lines except first line?	<p>A. Left Indent Marker</p> <p>B. Right Indent Marker</p> <p>C. First Line Indent Marker</p> <p>D. Hanging Indent Marker</p>
2	What is the default font size of a new Word document based on Normal template?	<p>A. 9 pt</p> <p>B. 12 pt</p> <p>C. 14 pt</p> <p>D. None of above</p>
3	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>
4	What is the function of Ctrl + B in Ms-Word	<p>A. It converts selected text into the next larger size of the same font</p> <p>B. It adds a line break to the document</p> <p>C. It makes the selected text bold</p> <p>D. It applies Italic formatting t the selected text</p>
5	Graphics for word processor	<p>A. Peripheral</p> <p>B. Clip art</p> <p>C. Highlight</p> <p>D. Execute</p>
6	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.	<p>A. Embed True Type Fonts</p> <p>B. Embed Fonts</p> <p>C. Save True Type Fonts</p> <p>D. Save Fonts</p>
7	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>
8	A character that is raised and smaller above the baseline is known as	<p>A. Raised</p> <p>B. Outlined</p> <p>C. Capsript</p> <p>D. Superscript</p>
9	Thesaurus tool in MS Word is used for....	<p>A. Spelling suggestions</p> <p>B. Synonyms and Antonyms words</p> <p>C. Grammar options</p> <p>D. All of above</p>
10	Selecting text means, selecting?	<p>A. a word</p> <p>B. an entire sentence</p> <p>C. whole document</p> <p>D. any of the above</p>
11	What is a portion of a document in which you set certain page formatting options?	<p>A. Page Setup</p> <p>B. Section</p> <p>C. Page</p> <p>D. Document</p>
12	How can you insert a sound file in your word document?	<p>A. From insert -&gt; sound menu option</p> <p>B. From insert -&gt; file menu option</p> <p>C. From insert -&gt; object menu option</p> <p>D. None of These</p>
13	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>

14	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
15	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
16	What is the extension of files created in Ms-Word 97- 2003	A. dot B. doc C. dom D. txt
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	Which of the following is not a type of page margin?	A. Right B. Center C. Left D. Top
19	Thesaurus tool in MS Word is used for...	A. Spelling suggestions B. Synonyms and Antonyms words C. None
20	Auto Correct was originally designed to replace _____ words as you type.	A. Grammatically incorrect B. Short, repetitive C. Misspelled D. None of the above