

Microsoft Word Quiz

Sr	Questions	Answers Choice
1	Which of the following statement is false?	<p>A. You can set different header and footer for last page of a section</p> <p>B. You can set different header footer for even and odd pages</p> <p>C. You can set different page number formats for different sections</p> <p>D. You can set different header footer for first page of a section</p>
2	DropCap means	<p>A. Small Caps</p> <p>B. Title case</p> <p>C. All Caps</p> <p>D. None of above</p>
3	If you need to double underline a word, how will you do that?	<p>A. From Format menu choose Font option and then from Font tab open Underline Style and select Double Underline</p> <p>B. Go to Format menu and then Font option. Open Underline Style and choose Double Underline</p> <p>C. Click double underline tool on formatting toolbar</p> <p>D. Select the text then choose Format >> Font and on Font tab open Underline Style and choose Double Underline</p>
4	Portrait and Landscape are	<p>A. Page Orientation</p> <p>B. Paper Size</p> <p>C. Page Layout</p> <p>D. All of above</p>
5	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>
6	Using Find command in Word, we can search?	<p>A. characters</p> <p>B. formats</p> <p>C. symbols</p> <p>D. All of the above</p>
7	What is the default font used in MS Word document?	<p>A. Times New Roman</p> <p>B. Arial</p> <p>C. Algerian</p> <p>D. None of the above</p>
8	Thesaurus tool in MS Word is used for...	<p>A. Spelling suggestions</p> <p>B. Synonyms and Antonyms words</p> <p>C. None</p>
9	A character that is raised and smaller above the baseline is known as	<p>A. Raised</p> <p>B. Outlined</p> <p>C. Capscript</p> <p>D. Superscript</p>
10	Auto Correct was 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>
11	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>
12	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>
13	After typing header text, how can you quickly enter footer text?	<p>A. Click on Switch between Header & Footer then type the text</p> <p>B. Press PageDown key and type the</p>

		text for footer C. Both of above D. None of above
14	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
15	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
16	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
17	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
18	What is the function of Ctrl + B in Ms-Word	A. It converts selected text into the next larger size of the same font B. It adds a line break to the document C. It makes the selected text bold D. It applies Italic formatting t the selected text
19	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
20	Which tab in Font dialog box contains options to apply font effects?	A. Text Effects B. Standard Toolbar C. Font tab D. Character Spacing