

Microsoft Word Quiz

Sr	Questions	Answers Choice
1	What is the default number of lines to drop for drop cap?	A. 3 B. 10 C. 15 D. 20
2	What is the extension of files created in Ms-Word 97- 2003	A. dot B. doc C. dom D. txt
3	DropCap means	A. Small Caps B. Title case C. All Caps D. None of above
4	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
5	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.	A. Embed True Type Fonts B. Embed Fonts C. Save True Type Fonts D. Save Fonts
6	A character that is raised and smaller above the baseline is known as	A. Raised B. Outlined C. Capsript D. Superscript
7	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
8	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
9	In MS-Word, for what does ruler help?	A. to set tabs B. to set indents C. to change page margins D. All of the above
10	What is a portion of a document in which you set certain page formatting options?	A. Page Setup B. Section C. Page D. Document
11	In MS Word to move the insertion point to the beginning of the next word command used is	A. CTRL+RIGHTARROW B. CTRL+LEFT ARROW C. CTRL+DOWN ARROW D. None of these
12	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
13	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
14	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
15	Which of the following is not a font style?	A. Bold B. Italics C. Underline

		C. Regular D. Superscript
16	Which menu in MSWord can be used to change character size and typeface?	A. View B. Tools C. Format D. Data
17	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
18	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
19	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
20	Pressing F8 key for three times selects	A. A paragraph B. A sentence C. A word D. Entire document