Microsoft Word Quiz

Sr	Questions	Answers Choice
1	Which of the following statement is false?	A. You can set different header and footer for last page of a section B. You can set different header footer for even and odd pages C. You can set different page number formats for different sections D. You can set different header footer for first page of a section
2	In Word, the mailing list is known as the _____	A. Data source B. Sheet C. Data sheet D. Source
3	How many columns can you insert in a word document in maximum?	A. 40 B. 45 C. 50 D. 55 E. As you wish
4	Which of the following is not valid version of MS Office?	A. Office 2003 B. Office Vista C. Office 2007 D. None of these
5	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
6	What is a portion of a document in which you set certain page formatting options?	A. Page Setup B. Section C. Page D. Document
7	How many ways you can save a document?	A. 3 B. 4 C. 2 D. 1
8	Auto Correctwas originally designed to replace _____ words as you type.	A. Grammatically incorrect B. Short, repetitive C. Misspelled D. None of the above
9	Borders can be applied to...	A. Cells B. Text C. Paragraph D. All of above
10	Pressing F8 key for three times selects	A. A paragraph B. A sentence C. A word D. Entire document
11	It is possible to _____ a data source before performing a merge.	A. Modify B. Sort C. Create D. all of the above
12	After typing header text, how can you quickly enter footer text?	A. Click on Switch between Heder & Footer then type the text B. Press PageDown key and type the text for footer C. Both of above D. None of above

13	What is theextensionof files created in Ms-Word 97- 2003	A. dot B. doc C. dom D. txt
14	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
15	Which menu in MSWord can be used to change character size and typeface?	A. View B. Tools C. Format D. Data
16	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
17	What should you do if you require pasting the same format in many places?	A. Double click the format painter then go on pasting in many places B. Click the format painter then go on pasting to many places holding Ctrl Key C. Click the Format painter and go on pasting in many places holding Alt Key D. All of above
18	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
19	Portrait and Landscape are	A. Page Orientation B. Paper Size C. Page Layout D. All of above
20	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