

Microsoft Word Quiz

Sr	Questions	Answers Choice
1	Which of the following is the second step in creating a macro?	A. Using your mouse or keyboard, perform the task you want to automate B. Give the macro a name C. Assign a keyboard shortcut to the macro D. Start recording
2	Which of the following is not valid version of MS Office?	A. Office 2003 B. Office Vista C. Office 2007 D. None of these
3	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
4	How many columns can you insert in a word document in maximum?	A. 40 B. 45 C. 50 D. 55 E. As you wish
5	Borders can be applied to...	A. Cells B. Text C. Paragraph D. All of above
6	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
7	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
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	What is the default number of lines to drop for drop cap?	A. 3 B. 10 C. 15 D. 20
10	Which menu in MSWord can be used to change character size and typeface?	A. View B. Tools C. Format D. Data
11	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
12	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
13	In MS-Word, for what does ruler help?	A. to set tabs B. to set indents C. to set margins D. to set line spacing

		C. to change page margins D. All of the above
14	Auto Correct was originally designed to replace _____ words as you type.	A. Grammatically incorrect B. Short, repetitive C. Misspelled D. None of the above
15	What feature helps you to insert the contents of the Clipboard as text without any formatting in MS Word?	A. Paste Special B. Page setup C. Styles D. Format Painter
16	How many ways you can save a document?	A. 3 B. 4 C. 2 D. 1
17	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
18	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
19	Which shortcut key is used to spell check in MS-Word	A. F1 B. F2 C. F7 D. F9
20	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