

Microsoft Word Quiz

Sr	Questions	Answers Choice
1	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
2	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
3	What is the maximum font size you can apply for any character?	A. 163 B. 1638 C. 16038 D. None of above
4	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
5	Which of the following is not valid version of MS Office?	A. Office 2003 B. Office Vista C. Office 2007 D. None of these
6	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
7	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
8	How many ways you can save a document?	A. 3 B. 4 C. 2 D. 1
9	In Word, the mailing list is known as the	A. Data source B. Sheet C. Data sheet D. Source
10	Thesaurus tool in MS Word is used for	A. Spelling suggestions B. Synonyms and Antonyms words C. Grammar options D. All of above
11	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
12	When inserting Page number in footer it appeared 1 but you wish to show a. How can you do that?	A. From Insert menu choose Page Number and specify necessary setting B. From format menu choose bullets and Numbering and configure necessary setting C. Click on Page Number Format tool and specify required setting D. All of above
13	Graphics for word processor	A. Peripheral B. Clip art C. Highlight

		D. Execute
14	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
15	What is a portion of a document in which you set certain page formatting options?	A. Page Setup B. Section C. Page D. Document
16	Which tab in Font dialog box contains options to apply font effects?	A. Text Effects B. Standard Toolbar C. Font tab D. Character Spacing
17	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
18	Pressing F8 key for three times selects	A. A paragraph B. A sentence C. A word D. Entire document
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	What is theextensionof files created in Ms-Word 97- 2003	A. dot B. doc C. dom D. txt