

Microsoft Word Quiz

Sr	Questions	Answers Choice
1	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
2	What is the extension of files created in Ms-Word 97- 2003	A. dot B. doc C. dom D. txt
3	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
4	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
5	In Word, the mailing list is known as the _____	A. Data source B. Sheet C. Data sheet D. Source
6	How many ways you can save a document?	A. 3 B. 4 C. 2 D. 1
7	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 to the selected text
8	Portrait and Landscape are	A. Page Orientation B. Paper Size C. Page Layout D. All of above
9	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
10	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
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	Borders can be applied to...	A. Cells B. Text C. Paragraph D. All of above

13	How many columns can you insert in a word document in maximum?	<p>A. 40 B. 45 C. 50 D. 55 E. As you wish</p>
14	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 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</p>
15	Graphics for word processor	<p>A. Peripheral B. Clip art C. Highlight D. Execute</p>
16	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?	<p>A. Symbol B. Wingdings C. Webdings D. None of the above</p>
17	MS-Word automatically moves the text to the next line when it reaches the right edge of the screen and is called?	<p>A. Carriage Return B. Enter C. Word Wrap D. None of the above</p>
18	What is the default font size of a new Word document based on Normal template?	<p>A. 9 pt B. 12 pt C. 14 pt D. None of above</p>
19	Why headers and footers used in MS -Word	<p>A. To enhance the overall appearance of the document B. To mark the starting of a page C. To make large document more readable D. To allow page headers and footers to appear on document when it is printed</p>
20	Using Find command in Word, we can search?	<p>A. characters B. formats C. symbols D. All of the above</p>