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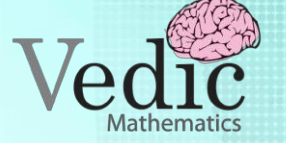
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1) Microsoft word is ___ software.

- a) Application
- b) Compiler
- c) System
- d) Programming

2) Which is not in MS Word?

- a) Italic
- b) Magic tool
- c) Font
- d) Bold

3) ___ cannot be used to work in MS Office.

- a) Joystick
- b) Scanner
- c) Light Pen
- d) Mouse

4) Which is not an edition of MS Word?

- a) MS Word 2003
- b) MS Word 2007
- c) MS Word 2010
- d) MS Word 1020

5) The ___ works with the standard Copy and Paste commands.

- a) View tab
- b) Paragraph dialog box
- c) Office Clipboard
- d) All of these

6) What is the blank space outside the printing area on a page?

- a) Clipart
- b) Margins
- c) Header
- d) Footer

7) Which of the following is an example of page orientation?

- a) Landscape
- b) Subscript
- c) Superscript

d) A4

8) Formatting is performed on

- a) Text
- b) Table
- c) Menu
- d) Both (a) and (b)

9) Which of the following software is used for making a resume?

- a) MS Excel
- b) MS Word
- c) Dev C
- d) Java

10) Press ___ to open the help window in the MS Word document.

- a) F1
- b) F2
- c) F9
- d) F11

11) The ability to combine name and addresses with a standard document is called ____

- a) Document formatting
- b) Database management
- c) Mail merge
- d) Form letters

12) Which enables us to send the same letter to different people?

- a) Macros
- b) Template
- c) Mail merge
- d) None of above

13) A word processor would most likely be used to

- a) Keep an account of money spent
- b) Do a computer search in media center
- c) Maintain an inventory
- d) Type a biography

14) What is gutter margin?





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- a) Margin that is added to the left margin when printing
b) Margin that is added to the right margin when printing
c) Margin that is added to the binding side of the page when printing
d) Margin that is added to the outside of the page when printing

15) Which can be used for quick access to commonly used commands and tools?

- a) Status bar
b) Toolbar
c) Menu bar
d) Title bar

16) Which bar shows the current position as far as the text goes?

- a) Title bar
b) Menu bar
c) Scroll bar
d) Status bar

17) Select all the text in MS Word document by

- a) Ctrl + S
b) Ctrl + 1
c) Ctrl + A
d) Ctrl + V

18) ____ is not a part of a MS Word document.

- a) Quick access toolbar
b) Start Menu button
c) Home panel
d) View option

19) The name of a word document displays in ____.

- a) Ribbon
b) Title bar
c) Status bar
d) Home tab

20) Each line represents how many letters in WordStar?

- a) 20
b) 35
c) 65
d) 75

21) Which of the following are word processing software?

- a) WordPerfect
b) Wordpad
c) MS Word
d) All of above

22) Which file starts with MS Word?

- a) Winword.exe
b) Word.exe
c) Msword.exe
d) Word356.exe

23) Ctrl + N is used to

- a) Save the Document
b) Open the Document
c) Create a New Document
d) Close the Document

23) To exit from the Resume Wizard and return to the document window without creating a resume click the _____ button in any panel in the Resume Wizard dialog box.

- a) Cancel
b) Back
c) Next
d) Finish

24) What are inserted as cross-reference in Word?

- a) Placeholders
b) Bookmarks
c) Objects
d) Word fields

25) Which is not in MS Word?

- a) Italic
b) Font
c) Bold





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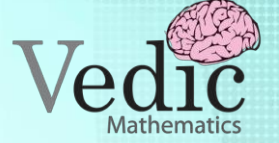
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d) Magic tool

26) What is the blank space outside the printing area on a page?

- a) Margins
- b) Clipart
- c) Footer
- d) Header

27) Select all the text in MS Word document by

- a) Ctrl + S
- b) Ctrl + A
- c) Ctrl + V
- d) Ctrl + 1

28) Which is not an edition of MS Word?

- a) MS Word 2007
- b) MS Word 2003
- c) MS Word 2200
- d) MS Word 2010

29) Ctrl + I command is used for what purpose?

- a) Save Document
- b) Left Indent
- c) Italic
- d) Close Document

30) Which of the following tools can be used in MS Word?

- a) Hyperlinks
- b) Bullets
- c) Highlight
- d) All of the above

31) What is the function of the spelling and grammar tool?

- a) Corrects Spelling Errors As You Type
- b) Indicates Grammatical Errors
- c) Identifies Words With Capitalization Problems
- d) All Of Above

32) Formatting is performed on

- a) Table

b) Text

c) Menu

d) Both (a) and (b)

33) What is landscape?

- a) Page Orientation
- b) Paper Size
- c) A Font Style
- d) Page Layout

34) Which function key is used to spell check?

- a) F6
- b) F7
- c) F8
- d) F5

35) What is the maximum number of columns that can be inserted in MS Word?

- a) 55
- b) 65
- c) 50
- d) 45

36) Numbers or letters that appear below the normal text are called?

- a) Subscript
- b) Toptext
- c) Supertext
- d) Superscript

37) Ctrl + N is used to

- a) Close the Document
- b) Create a New Document
- c) Open the Document
- d) Save the Document

38) The name of a MS Word document is displayed in ____.

- a) Title bar
- b) Ribbon
- c) Home tab
- d) Status bar





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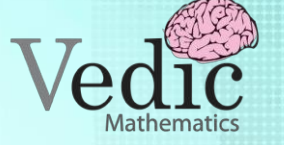
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39) What is the smallest and largest font size in MS Word?

- a) 5 and 72
- b) 8 and 68
- c) 8 and 72
- d) 6 and 72

- a) Ctrl + Shift + -
- b) Ctrl + Shift + =
- c) Ctrl + =
- d) Ctrl + -

40) What is the function of ruler in MS Word?

- a) to change page margins
- b) to set indents
- c) to set tabs
- d) All of the above

41) Which feature of Microsoft Word helps in creating list?

- a) Bullets and Numbering
- b) Word Wrap
- c) Scaling
- d) Word Art

42) Help window can be opened by?

- a) F2
- b) F9
- c) F1
- d) F11

43) Gutter margin refers to?

- a) Margin that is added to the binding side of page when printing
- b) Margin that is added to the left margin when printing
- c) Margin that is added to the outside of the page when printing
- d) Margin that is added to right margin when printing

44) MS Word is ___ software?

- a) Presentation tool
- b) Spreadsheet program
- c) Word Processing tool
- d) None of these

45) Shortcut key for "Subscript" is?

