

MS-WORD QUIZ

1. Which is not a font style?

- a) Bold
- b) Superscript
- c) Italic
- d) **Regular**

2. What is gutter margin?

- a) Margin that is added to right margin 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 the binding side of page when printing**

3. Landscape is?

- a) A font style
- b) Paper Size
- c) Page Layout
- d) **Page Orientation**

4. Default font size in MS-Word is?

- a) 10
- b) **11**
- c) 12
- d) 15

5. Background color on a document is not visible in?

- a) Web layout view
- b) **Print Preview**
- c) Reading View
- d) Print Layout view

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. Which of the following is not available on the Ruler of MS Word screen?

- a) Tab stop box
- b) Left Indent
- c) Right Indent
- d) Center Indent**

8. Gutter position can be set in following positions

- a) Left & Right
- b) Left & Top**
- c) Left & Bottom
- d) Left Only

9. What is the Short cut key for line break?

- a) CTRL + Enter**
- b) Alt + Enter
- c) Shift + Enter
- d) Space + Enter

10. By pressing F12, which of following will happen?

- a) Save As dialog box will open**
- b) Save dialog box will open
- c) Open dialog box will open
- d) Close dialog box will open

11. Which key will open an Open dialogue box?

- a) F12
- b) Alt + F12
- c) Ctrl + F12**
- d) Shift + F12

12. How will MS Word will respond in repeated word?

- a) A Green wavy line under the repeated word
- b) A Red wavy line under the repeated word**
- c) A Blue wavy line under the repeated word
- d) None of above

13. What is the use of "All Caps" feature in MS-Word?

- a) It changes all selected text into Capital Letter**
- b) It adds captions for selected Image
- c) It shows all the image captions
- d) None of above

14. Which file is responsible to start MS Word?

- a) Winword.exe**

- b) Win.exe
- c) Word.exe
- d) Wordwin.exe

15. To keep track of different editions of a document which feature we will use?

- a) editions
- b) versions**
- c) tracks
- d) traces

16. Which is not a type of margin?

- a) Top
- b) Left
- c) Right
- d) Center**

17. How to use Format Painter multiple times?

- a) By Click on Lock Format Painter Icon
- b) Format Painter cannot be use multiple times
- c) By Double Click on the Format Painter Icon**
- d) None of above

18. What is place to the left of horizontal scroll bar?

- a) Indicators
- b) Split buttons
- c) Tab stop buttons
- d) View buttons**

19. Tabs stop position cannot be the following alignment?

- a) Decimal Alignment
- b) Center Alignment
- c) Bar Alignment
- d) Justify Alignment**

20. What is the use of bookmarks?

- a) To correct the spellings.
- b) To jump to a specific location in the document**
- c) To ignore spelling mistakes
- d) To save alignments as it is.

21. Which feature is used to replace straight quotes with smart quotes as you type?

- a) Auto Correct as you type

- b) Auto Change as you type
- c) Auto Ignore as you type
- d) **Auto Format as you type**

22. What can be searched by find?

- a) format
- b) characters
- c) symbol
- d) **All of above**

23. on which page the header or the footer is printed by default ?

- a) on first page
- b) on last page
- c) on alternate page
- d) **every page**

24. Which of these toolbars allows changing of Fonts and their sizes?

- a) Standard
- b) **Formatting**
- c) Options
- d) None of above

25. How to insert a sound file in word document?

- a) From insert -> sound menu option
- b) **From insert -> object menu option**
- c) From insert -> subject menu option
- d) From insert -> file menu option

26. How many maximum number of columns can be inserted in the word document?

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

27. What is smallest and largest available font on formatting toolbar?

- a) Smallest 8 and Largest 70
- b) Smallest 5 and Largest 72
- c) **Smallest 8 and Largest 72**
- d) Smallest 5 and Largest 70

28. Why drop cap is used in document?

- a) To get all first character capital
- b) To get all first character small
- c) To begin a paragraph with a large dropped initial capital letter**
- d) To begin a paragraph with a large dropped initial small letter

29. What is Macro?

- a) Small add-on programs that are installed afterwards if you need them
- b) Type of high level programming language
- c) Type of low level programming language
- d) Small programs created in MS-Word to automate repetitive tasks by using VBA**

30. Which among following can be a vertical separation between columns?

- a) Margin**
- b) Header
- c) Orientation
- d) Gutter

31. To autofit the width of column in word

- a) Double click the left border of column
- b) Double click the right border of column**
- c) Double click the column header
- d) None of above

32. A keyboard shortcut can be assigned to a Macro.

- a) True**
- b) False

33. Which of following line spacing is invalid?

- a) Single
- b) Double
- c) Triple**
- d) Multiple

34. Which among following is correct extension of word files?

- a) xlsx
- b) docx**
- c) pptx
- d) dcwx

35. You can jump to the next column by?

- a) Press Alt + Down-arrow
- b) Clicking with your mouse on the next column
- c) **Both of above**
- d) None of above

36. Which of the following is not the part of standard office suite?

- a) Database
- b) **File Manager**
- c) Image Editor
- d) File Presentation

37. Superscript, subscript, outline, emboss, engrave are known as?

- a) Text effects
- b) **Font effects**
- c) Word art
- d) Clip art

38. A screen element of MS Word that is usually located below the title bar that provides categorized options is known as?

- a) **Menu Bar**
- b) Tool Bar
- c) Status Bar
- d) Address Bar

39. Minimum number of rows and columns in a table is

- a) **1 and 1**
- b) 2 and 1
- c) 1 and 2
- d) 2 and 2

40. How many maximum columns can be inserted in MS word Table?

- a) 40
- b) 45
- c) 50
- d) **63**

41. What we call to that character which is raised and smaller above the base line?

- a) Raised

- b) Smaller
- c) Quotient
- d) Superscript**

42. Ruler in MS Word can help us in

- a) to set tabs
- b) to set indents
- c) to change page margins
- d) all of above**

43. What we call to a combination of row and column

- a) Line
- b) Column
- c) Row
- d) Cell**

44. What is the maximum font size in Word?

- a) 72
- b) 408
- c) 1638**
- d) 1845

45. What is the default Indent in Word?

- a) Min 8, Max 72
- b) Min -22, Max 22**
- c) Min 1, Max 63
- d) Min 1, Max 45

46. What is hanging in MS-Word?

- a) Indentation**
- b) Spacing
- c) Margin
- d) Font

47. Unit of indent is

- a) Point
- b) Inch**
- c) Pixel
- d) None of the above

48. 1 pt = ____ px

- a) 1.33
- b) 48
- c) 72
- d) 96

49. 1 Inch= _____px

- a) 48
- b) 72
- c) 96
- d) 100

50. What is the maximum zoom in Word?

- a) 100%
- b) 10%
- c) 500%
- d) 400%

SP SHARMA CLASSES