

Microsoft Word 100-Question Comprehensive Quiz (Raw Text Format)

1. Which file extension is used for MS Word documents by default?

- A) .txt
- B) .docx
- C) .xlsx
- D) .pptx

Answer: B

2. Which tab contains the option to change font size?

- A) Insert
- B) Layout
- C) Home
- D) View

Answer: C

3. Shortcut to copy selected text in MS Word is:

- A) Ctrl+X
- B) Ctrl+C
- C) Ctrl+V
- D) Ctrl+Z

Answer: B

4. Which command is used to paste copied content?

- A) Ctrl + A
- B) Ctrl+X
- C) Ctrl+V
- D) Ctrl+S

Answer: C

5. Which menu is used to insert a table in MS Word?

- A) File
- B) View

- C) Insert
- D) Design

Answer: C

6. To undo a mistake in Word, you can press:

- A) Ctrl+Y
- B) Ctrl+P
- C) Ctrl + U
- D) Ctrl+Z

Answer: D

7. The default font in MS Word 2016 is:

- A) Times New Roman
- B) Verdana
- C) Arial
- D) Calibri

Answer: D

8. Which key combination is used to select all text?

- A) Ctrl+C
- B) Ctrl+V
- C) Ctrl+A
- D) Ctrl+S

Answer: C

9. Which tab is used to apply page orientation?

- A) Insert
- B) Layout
- C) View
- D) Review

Answer: B

10. Which of the following is NOT a font style?

- A) Bold
- B) Italic
- C) Underline
- D) Justify

Answer: D

11. Which keyboard shortcut is used to close a currently open Word document?

- A) Ctrl+W
- B) Alt+F4
- C) Ctrl+Shift+C
- D) Ctrl+X

Answer: A

12. Which feature displays the document as it would appear when printed, showing margins, headers, and footers?

- A) Web Layout
- B) Draft View
- C) Print Layout
- D) Outline View

Answer: C

13. What is the purpose of the Quick Access Toolbar (QAT)?

- A) To display document statistics
- B) To manage document comments
- C) To show page thumbnails
- D) To hold frequently used commands

Answer: D

14. Which view is optimized for reading on a screen and hides editing tools?

- A) Draft View
- B) Outline View
- C) Read Mode

D) Web Layout

Answer: C

15. To access commands like 'New', 'Open', and 'Save As', you must click the:

A) Quick Access Toolbar

B) File Tab (Backstage View)

C) Home Tab

D) Status Bar

Answer: B

16. What is the file extension for a Word Template?

A) .docm

B) .dotm

C) .wps

D) .dotx

Answer: D

17. Which key opens the 'Help' pane in Microsoft Word?

A) F12

B) Ctrl+F1

C) F5

D) F1

Answer: D

18. What is the keyboard shortcut for the 'Find' command?

A) Ctrl+F5

B) Ctrl+H

C) Ctrl+F

D) Ctrl+G

Answer: C

19. The Ribbon can be temporarily hidden (collapsed) using which shortcut?

A) Ctrl+H

B) Ctrl+F1

C) Alt+R

D) F7

Answer: B

20. Where is the Zoom Slider located in the Word interface?

A) Insert Tab

B) Home Tab

C) Status Bar

D) View Tab

Answer: C

21. The icon 'A²' is used to apply which text effect?

A) Superscript

B) Subscript

C) Strikethrough

D) Small Caps

Answer: A

22. Which alignment justifies text evenly between both the left and right margins, adding extra space between words?

A) Left

B) Right

C) Center

D) Justify

Answer: D

23. Which tab primarily deals with changing the line spacing between paragraphs?

A) Insert

B) Design

C) Layout

D) Home

Answer: D

24. Which feature is used to copy the formatting (not the text itself) from one text block to another?

- A) Styles
- B) Themes
- C) Format Painter
- D) Clipboard

Answer: C

25. Which type of indent is typically used for bibliographic entries where the first line starts at the margin and subsequent lines are indented?

- A) First Line
- B) Left
- C) Right
- D) Hanging

Answer: D

26. What does clicking the 'Clear All Formatting' button (A with eraser) do?

- A) Removes manual formatting, returns to Normal style
- B) Deletes selected text
- C) Applies the 'No Style' template
- D) Clears the document's header/footer

Answer: A

27. Which keyboard shortcut converts the selected text to UPPERCASE?

- A) Ctrl+U
- B) Ctrl+C
- C) Shift+F3
- D) Alt+Shift+C

Answer: C

28. Which of the following is not a standard option in the Font group's 'Change Case' dropdown?

- A) UPPERCASE
- B) Sentence case
- C) Toggle case
- D) Title case

Answer: D

29. The feature that automatically capitalizes the first letter of a sentence is part of:

- A) SmartArt
- B) Styles
- C) AutoCorrect
- D) Document Themes

Answer: C

30. Which group on the Home tab is responsible for applying different colors to the background behind selected text?

- A) Font
- B) Styles
- C) Editing
- D) Paragraph

Answer: D

31. The shortcut Ctrl+Enter inserts what?

- A) Line Break
- B) Section Break (Continuous)
- C) Page Break
- D) Column Break

Answer: C

32. Which tab must you use to insert an automatically numbered Caption for an image or table?

- A) Insert
- B) References
- C) Review

D) Layout

Answer: B

33. Where is the command for inserting a Hyperlink located?

A) Home Tab

B) View Tab

C) Insert Tab

D) Review Tab

Answer: C

34. What feature is used to mark a specific location in a document for quick navigation and cross-referencing?

A) Cross-reference

B) Hyperlink

C) Bookmark

D) Quick Part

Answer: C

35. Which feature is used to insert a visually stylized text element (like a curved or shadowed title)?

A) SmartArt

B) Picture Tools

C) WordArt

D) Text Box

Answer: C

36. Which type of object is best used for inserting hierarchical diagrams, organizational charts, or relationship graphics?

A) WordArt

B) Shapes

C) SmartArt

D) Clip Art

Answer: C

37. Where would you look to insert a special character (like Σ or π) that is not on the keyboard?

- A) Home Tab > Font Group
- B) Insert Tab > Symbols Group
- C) Review Tab > Proofing
- D) Layout Tab > Page Setup

Answer: B

38. Which feature allows a block of content (text, fields, or properties) to be saved and reused across multiple documents?

- A) Styles
- B) Quick Parts
- C) AutoCorrect
- D) Macro

Answer: B

39. Headers and Footers are edited by double-clicking the area or by using the commands in which tab?

- A) View
- B) Home
- C) Insert
- D) Design

Answer: C

40. The keyboard shortcut for inserting a footnote is:

- A) Ctrl+Alt+F
- B) Alt+F7
- C) Ctrl+F
- D) F7

Answer: A

41. The Margins option is located in the Page Setup group under which tab?

- A) Insert

B) Design

C) Layout

D) View

Answer: C

42. What setting is controlled by selecting 'Different First Page' in the Header & Footer Tools Design tab?

A) The ability to suppress or change the header/footer on the first page

B) Changing the margin size

C) The text direction

D) The page orientation

Answer: A

43. To change a document from one column to two columns, you use the Columns command on which tab?

A) Insert

B) Home

C) Layout

D) Review

Answer: C

44. Which Section Break type is used to start a new section on the same page, often used for changing column formatting mid-page?

A) Next Page

B) Odd Page

C) Continuous

D) Column Break

Answer: C

45. Which tab holds commands for applying Themes and Page Color?

A) Home

B) Design

C) Layout

D) View

Answer: B

46. What is the command used to place faint, non-editable text or an image behind the main document text?

A) Page Color

B) Fill Effects

C) Watermark

D) Document Theme

Answer: C

47. By default, the paper Size setting in Word is usually set to:

A) Legal

B) A3

C) Letter/A4

D) Statement

Answer: C

48. Which feature is used to ensure two words or numbers stay together on the same line and don't break at the end of a line?

A) Hard Return

B) Non-breaking Space

C) Indent

D) Tab Stop

Answer: B

49. The Table of Authorities feature, used in legal documents, is found on which tab?

A) Review

B) View

C) References

D) Mailings

Answer: C

50. What is the primary purpose of applying a Document Theme?

- A) To fix grammar errors
- B) To remove personal information
- C) To provide a coordinated look of fonts, colors, and effects
- D) To password protect the file

Answer: C

51. The Automatic Table of Contents feature relies on which applied formatting?

- A) Bold Text
- B) Ctrl+T
- C) Built-in Heading Styles
- D) Font Size 18

Answer: C

52. Where do Endnotes typically appear by default in a Word document?

- A) Bottom of the page
- B) In the margin
- C) End of the document
- D) Start of the document

Answer: C

53. Which feature is used to create a list of all figures, tables, and equations in the document?

- A) Table of Contents
- B) Index
- C) Table of Figures
- D) Bibliography

Answer: C

54. A Citation in Word is typically managed using which tab?

- A) Design
- B) Layout
- C) References

D) Review

Answer: C

55. What is the function of the Bibliography command on the References tab?

A) To create a list of bookmarks

B) To insert a table

C) To generate a list of sources used in the document

D) To check spelling

Answer: C

56. Which citation style is often used in social science publications and can be generated automatically by Word?

A) MLA

B) APA

C) Chicago

D) Harvard

Answer: B

57. A Cross-reference allows you to link to which of the following?

A) A website

B) A different file

C) A heading, figure, table, or bookmark

D) An Excel spreadsheet

Answer: C

58. To quickly modify the style of a Footnote, you should modify the Footnote Text in the:

A) Font Group

B) Quick Parts

C) Styles Pane

D) Review Tab

Answer: C

59. What is a common method to create a custom Caption for an image without using the automated tool?

- A) Type the text in the image properties
- B) Create a new Heading Style
- C) Use a Text Box or a table cell below the image
- D) Use a Watermark

Answer: C

60. Which option in the Citations & Bibliography group is used to specify the format (e.g., MLA, APA)?

- A) Insert Citation
- B) Manage Sources
- C) Style
- D) Bibliography

Answer: C

61. The $F7$ key opens which feature in Word?

- A) Thesaurus
- B) Spelling & Grammar (Editor)
- C) Help
- D) Print

Answer: B

62. Which tab is exclusively used to insert, delete, or review Comments in a document?

- A) References
- B) View
- C) Review
- D) Mailings

Answer: C

63. In the Tracking group, the All Markup option refers to:

- A) Displaying all revisions and comments

- B) Only showing final, accepted changes
- C) Showing only comments
- D) Hiding the Ribbon

Answer: A

64. Which feature allows you to accept or reject individual changes made while Track Changes was active?

- A) Compare
- B) Combine
- C) Restrict Editing
- D) Accept/Reject

Answer: D

65. Which feature in the Review tab is used to find synonyms for a word?

- A) Spelling
- B) Translator
- C) Thesaurus
- D) Editor

Answer: C

66. The Ruler is made visible or hidden from which tab?

- A) Home
- B) View
- C) Layout
- D) Review

Answer: B

67. Which document view shows text formatting but simplifies the page layout to speed up editing (hides margins/headers)?

- A) Outline View
- B) Read Mode
- C) Draft View
- D) Web Layout

Answer: C

68. The Compare feature is used to check differences between:

- A) Two paragraphs
- B) Two words
- C) Two separate document files
- D) Two tables

Answer: C

69. Which tool is often used to ensure a document adheres to accessibility standards (e.g., images have alt-text)?

- A) Document Inspector
- B) Compare
- C) Check Accessibility
- D) Restrict Editing

Answer: C

70. To protect a document from unwanted changes by limiting formatting and editing, you would use which command?

- A) Protect Document
- B) Restrict Editing
- C) Password Protect
- D) Track Changes

Answer: B

71. The starting point for creating letters, envelopes, or labels for multiple recipients is usually found on which tab?

- A) Insert
- B) Mailings
- C) Review
- D) Layout

Answer: B

72. In a Mail Merge, the list of names and addresses is referred to as the:

- A) Main Document
- B) Data Source
- C) Merge Document
- D) Template

Answer: B

73. Which data file format is commonly used as a data source for Mail Merge?

- A) .txt
- B) .pdf
- C) .xlsx (Excel)
- D) .dotx

Answer: C

74. What must you insert into the main document to link it to the data source?

- A) Hyperlinks
- B) Bookmarks
- C) Merge Fields
- D) Captions

Answer: C

75. The Address Block command in the Mailings tab is primarily used to:

- A) Insert a comment
- B) Set the margins
- C) Insert multiple merge fields (name/address) quickly
- D) Change the font size

Answer: C

76. Which step allows you to select only certain records (e.g., recipients in a specific city) before finalizing the merge?

- A) Preview Results
- B) Write the Letter
- C) Edit Recipient List

D) Finish & Merge

Answer: C

77. The If...Then...Else rule is an example of what type of Mail Merge feature?

A) Filtering

B) Formatting

C) Conditional Logic

D) Source Management

Answer: C

78. Which of the following merge outputs creates a separate, editable document for each recipient?

A) Send Email Messages

B) Print Documents

C) Edit Individual Documents

D) Create Directory

Answer: C

79. When creating envelopes, which tab automatically becomes active to manage size and delivery settings?

A) Review

B) Layout

C) Mailings

D) Design

Answer: C

80. What is the final step in the Mail Merge process?

A) Save the Main Document

B) Insert Merge Fields

C) Finish & Merge

D) Edit Recipient List

Answer: C

81. The keyboard shortcut \$Ctrl+G\$ opens the Go To dialog box. Which of the following can you 'go to'?

- A) Only page number
- B) Only line number
- C) Page, Section, Line, Bookmark, etc.
- D) Only text

Answer: C

82. Which keyboard shortcut is used to open the Replace dialog box?

- A) Ctrl+F
- B) Ctrl+G
- C) Ctrl+H
- D) Ctrl+R

Answer: C

83. What does the keyboard shortcut \$Ctrl+Shift+D\$ do?

- A) Apply Double Indent
- B) Change to Draft View
- C) Apply Double Underline
- D) Delete selection

Answer: C

84. Which key, when pressed, repeats the last command or action performed?

- A) Ctrl+Z
- B) F5
- C) Ctrl+Y
- D) F4

Answer: D

85. What is the shortcut to select an entire word using the mouse?

- A) Single-click
- B) Click and drag

C) Double-click

D) Triple-click

Answer: C

86. The Show/Hide \uparrow button in the Paragraph group reveals what?

A) Hidden comments

B) Hidden text only

C) Non-printing characters (spaces, paragraph marks)

D) Document properties

Answer: C

87. The Developer tab, often hidden by default, is primarily used for:

A) Macros and Forms

B) Page Layout

C) Document Views

D) Spelling & Grammar

Answer: A

88. To assign a series of recorded actions to a single button or shortcut key, you would create a:

A) Quick Part

B) Template

C) Macro

D) Style Set

Answer: C

89. The Print Preview feature is found in which area?

A) Print Layout View

B) Backstage View (File Tab)

C) View Tab

D) Review Tab

Answer: B

90. Which shortcut is used to decrease the font size by one point?

- A) Ctrl+[
- B) Ctrl+]
- C) Ctrl+Shift+<
- D) Ctrl+Shift+>

Answer: A

91. Which formatting command is used to raise the selected text slightly above the baseline?

- A) Superscript
- B) Subscript
- C) Small Caps
- D) Strikethrough

Answer: A

92. The default color palette and font set for a document is determined by the:

- A) Normal.dotm
- B) Document Theme
- C) Font Style
- D) Page Color

Answer: B

93. Which tab would you use to change the default document font for all new documents?

- A) Home
- B) Insert
- C) Review
- D) None (Modify Normal.dotm via Styles Pane)

Answer: D

94. The Format Picture pane opens when you:

- A) Click the Home tab
- B) Right-click an image and select Format Picture

- C) Press Ctrl+P
- D) Double-click the Header area

Answer: B

95. To insert a page number in a document, you typically use commands in which group?

- A) Layout > Page Setup
- B) Insert > Header & Footer
- C) Design > Page Background
- D) Home > Font

Answer: B

96. What is the smallest unit of time you can use for the AutoRecover setting?

- A) 1 minute
- B) 1 hour
- C) 5 minutes
- D) 1 second

Answer: A

97. The Smart Lookup feature is found on which tab?

- A) Insert
- B) Layout
- C) Review
- D) View

Answer: C

98. Which of the following is not a vertical alignment option for a page?

- A) Top
- B) Center
- C) Bottom
- D) Right

Answer: D

99. Which keyboard shortcut is used to italicize selected text?

- A) Ctrl+B
- B) Ctrl+I
- C) Ctrl+U
- D) Ctrl+E

Answer: B

100. What is the keyboard shortcut to apply or remove bold formatting?

- A) Ctrl+I
- B) Ctrl+U
- C) Ctrl+B
- D) Ctrl+E

Answer: C