SHIV COMPUTER INSTITUTE

Question Bank 1st Edition

Microsoft Word

1. Bold, Italic, and Regular are known as _____
a) Font Attributes
b) **Font Styles**
c) Text Effects
d) Formatting Options

2. How can you change the case of selected text to all uppercase letters in Microsoft Word?
a) By selecting the "Uppercase" option in the Font dialog box
b) By pressing Ctrl + U
c) By pressing Ctrl + Shift + U
d) **By selecting the "Change Case" option in the Home tab**

3. How can you create a new blank document in Microsoft Word?
a) **Ctrl + N**
b) Ctrl + S
c) Ctrl + C
d) Ctrl + V

4. How can you insert a page break in Microsoft Word?
a) Press Enter key repeatedly
b) **Press Ctrl + Enter**
c) Press Shift + Enter
d) Press Alt + Enter

5. Microsoft Word is ____ software.
a) **Application**
b) Compiler
c) System
d) Programming

6. MS Word is an example of _____.
a) **Application software**
b) Spreadsheet software
c) Presentation software
d) Graphics software

7. The Default Page Orientation of Word Document is _____.
a) Landscape
b) **Portrait**
c) Square
d) Vertical

8. The red wave underlines in the MS Word document indicate _____.
a) Grammar errors
b) Formatting errors
c) Suggestions for improvement
d) **Spelling errors**

9. To save an existing file with a new location we should select _____ .
a) **Save As**
b) Save
c) Save Copy
d) Save New

10. What is the function of the "WordArt" feature in Microsoft Word?
a) To perform spell and grammar check
b) **To insert predefined decorative text styles**
c) To create Tables and Charts
d) To apply Page Borders

11. What is the keyboard shortcut to align selected text to the center in Microsoft Word?
a) Ctrl + C
b) **Ctrl + E**
c) Ctrl + L
d) Ctrl + R

12. What is the keyboard shortcut to align selected text to the right in Microsoft

Word?
a) **Ctrl + R**   b) Ctrl + L   c) Ctrl + E   d) Ctrl + J

13. What is the keyboard shortcut to bold selected text in Microsoft Word?
a) **Ctrl + B**   b) Ctrl + U   c) Ctrl + I   d) Ctrl + X

14. What is the keyboard shortcut to copy selected text in Microsoft Word?
a) Ctrl + X   b) **Ctrl + C**   c) Ctrl + V   d) Ctrl + P

15. What is the keyboard shortcut to cut selected text in Microsoft Word?
a) Ctrl + C   b) **Ctrl + X**   c) Ctrl + V   d) Ctrl + S

16. What is the keyboard shortcut to italic selected text in Microsoft Word?
a) **Ctrl + I**   b) Ctrl + B   c) Ctrl + U   d) Ctrl + K

17. What is the keyboard shortcut to open the "Replace" dialog box in Microsoft Word?
a) Ctrl + F   b) Ctrl + R   c) **Ctrl + H**   d) Ctrl + P

18. What is the keyboard shortcut to open the "Save As" dialog box in Microsoft Word?
a) Ctrl + S   b) **F12**
c) Ctrl + O   d) Ctrl + Shift + S

19. What is the keyboard shortcut to paste text from the clipboard in Microsoft Word?
a) Ctrl + X   b) Ctrl + C   c) **Ctrl + V**   d) Ctrl + P

20. What is the keyboard shortcut to save a document in Microsoft Word?
a) **Ctrl + S**   b) Ctrl + C   c) Ctrl + V   d) Ctrl + P

21. What is the keyboard shortcut to save a document with a new filename in Microsoft Word?
a) Ctrl + Shift + S   b) Ctrl + S
c) **F12**   d) Alt + Shift + S

22. What is the keyboard shortcut to select the entire document in Microsoft Word?
a) **Ctrl + A**   b) Ctrl + E   c) Ctrl + S   d) Ctrl + D

23. What is the keyboard shortcut to underline selected text in Microsoft Word?
a) **Ctrl + U**   b) Ctrl + B   c) Ctrl + I   d) Ctrl + X

24. What is the keyboard shortcut to undo the last action in Microsoft Word?
a) Ctrl + X   b) **Ctrl + Z**   c) Ctrl + C   d) Ctrl + V

25. What is the purpose of the "Bullets and Numbering" feature in Microsoft Word?
a) To change the font size of text
b) **To create a list with bullet points or numbers**
c) To insert images into the document
d) To apply different page layouts

26. What is the purpose of the "Clear Formatting" option in Microsoft Word?
a) To remove all text from the document
b) **To remove all formatting and styles from selected text**

c) To clear the clipboard contents
d) To clear the document history

27. What is the purpose of the "Find and Replace" feature in Microsoft Word?
a) To change the font of the entire document
b) **To search for specific text and replace it with other text**
c) To insert images into the document
d) To create hyperlinks within the document

28. What is the purpose of the "Font Color" option in Microsoft Word?
a) To adjust the size of the font in the document
b) To change the font style of the document
c) **To apply a different color to the selected text**
d) To insert a new font into the document

29. What is the purpose of the "Format Painter" tool in Microsoft Word?
a) **To change the formatting of selected text**
b) To insert images into the document
c) To create hyperlinks
d) To add page number to the document

30. What is the purpose of the "Page Border" option in Microsoft Word?
a) To insert a border around selected text
b) To change the background color of the page
c) **To create a border around the entire page**
d) To insert a page break

31. What is the shortcut key to "Undo" the last action in document?
a) **Ctrl + Z**　　　　b) Ctrl + U　　　　c) Ctrl + X　　　　d) Ctrl + N

32. What is the smallest and largest available font on Formatting Toolbar?
a) Smallest 10 and Largest 100　　　　b) Smallest 8 and Largest 62
c) Smallest 10 and Largest 70　　　　d) **Smallest 8 and Largest 72**

33. Which extension is commonly used for Microsoft Word documents?
a) .txt　　　　b) **.docx**　　　　c) .pptx　　　　d) .xlsx

34. Which input device is not suitable to work with MS Word?
a) **Joystick**　　　　b) Mouse　　　　c) Keyboard　　　　d) Scanner

35. Which key is used to move to the next line in the MS Word document?
a) Tab　　　　b) Shift　　　　c) **Enter Key**　　　　d) Spacebar

36. Which of the following menus has Symbol option?
a) **Insert**　　　　b) File　　　　c) Edit　　　　d) Menu

37. Which of the following option is not in the Insert menu?
a) Page Number　　b) Chart　　　　c) Table　　　　d) **Footnote**

38. Which option in Microsoft Word allows you to copy the formatting of selected text and apply it to other text?
a) Copy Format　　b) **Format Painter**　　c) Paste Special　　d) Format Cloner

39. Which option in Microsoft Word allows you to create a duplicate copy of a selected

item and place it in the clipboard?
 a) Cut   b) **Copy**   c) Paste   d) Duplicate

40. Which option in Microsoft Word is used to add a watermark to a document?
 a) Page Watermark   b) Document Background
 c) **Watermark**   d) Textmark

41. Which option is used to adjust the space between lines of text in Microsoft Word?
 a) Page Break   b) Line Break   c) **Line Spacing**   d) Paragraph Break

42. Which option is used to align text to both the left and right margins in Microsoft Word?
 a) Left Align   b) Center Align   c) **Justify**   d) Right Align

43. Which Page View in Microsoft Word allows you to see how the document will look when it is printed?
 a) Normal View   b) Draft View
 c) **Print Layout View**   d) Web Layout View

44. Which Page View in Microsoft Word displays the document as a continuous flow of text without page breaks?
 a) Print Layout View   b) **Draft View**
 c) Web Layout View   d) Full Screen Reading View

45. Which ribbon tab in Microsoft Word contains options for adjusting font style, size, and color?
 a) Insert   b) **Home**   c) Format   d) References

46. Which ribbon tab in Microsoft Word contains options for adjusting line spacing, paragraph alignment, and indentation?
 a) Insert   b) **Home**   c) Page Layout   d) References

47. Which ribbon tab in Microsoft Word contains options for changing the font color of selected text?
 a) Insert   b) **Home**   c) Format   d) References

48. Which ribbon tab in Microsoft Word contains options for changing the font style, size, and color?
 a) Insert   b) **Home**   c) Format   d) References

49. Which ribbon tab in Microsoft Word contains options for checking spelling and grammar?
 a) Insert   b) Home   c) Page Layout   d) **Review**

50. Which ribbon tab in Microsoft Word contains options for formatting and editing text?
 a) Insert   b) **Home**   c) Page Layout   d) References

51. Which ribbon tab in Microsoft Word contains tools for checking spelling and grammar?
 a) **Review**   b) Home   c) Insert   d) References

52. Which tab contains commands related to text and paragraph formatting in

Microsoft Word?

a) Insert   b) **Home**   c) Page Layout   d) References

53. Which tab in Microsoft Word contains options for adjusting line spacing and paragraph alignment?

a) Insert   b) **Home**   c) Page Layout   d) References

54. Which tab in Microsoft Word contains options for inserting page numbers, headers, and footers?

a) **Insert**   b) Home   c) Page Layout   d) References

55. Which tab in Microsoft Word contains tools for adjusting page margins, size, and orientation?

a) Insert   b) Home   c) **Page Layout**   d) References

56. Which Tab is used to add a Header and Footer to a document in Microsoft Word?

a) Page Layout   b) **Insert**   c) References   d) Home

57. Which word processing tool is used to find spelling errors?

a) Grammar Check   b) **Spell check**   c) Grammar Check   d) Word Count

58. What is the purpose of the "Mail Merge" feature in Microsoft Word?

a) To send emails to multiple recipients
b) To merge cells in a table
c) **To create personalized documents using a template and a data source**
d) To create hyperlinks within a document

59. Which feature in Microsoft Word allows you to apply a predefined set of formatting to selected text?

a) **Styles**   b) Themes   c) Effects   d) Designs