

(39) To use Text Highlight Color, which menu do you have to go?

- (a) Home
- (b) Insert
- (c) View
- (d) None

(40) To which point we have read in a document, through which option is it set?

- (a) Hyperlink
- (b) Bookmark
- (c) Cross reference
- (d) Chart

(41) Through which option can all objects in Microsoft Word be managed?

- (a) Indent
- (b) Selection Pane
- (c) Align
- (d) Margins

(42) Ctrl + Shift + E =?

- (a) Track Changes
- (b) Show Markup
- (c) Accept
- (d) New Comment

(43) Which option is used to arrange slide-by-slide document in Microsoft Word?

- (a) New Windows
- (b) Arrange All
- (c) Switch Windows
- (d) Macros

(44) Shift + F7 =?

- (a) Research
- (b) Word Count
- (c) Spelling Check
- (d) Thesaurus

(45) 8.5 "× 11" Size Example:

- (a) Letter Page Size
- (b) A4 Page Size
- (c) Legal Page Size

(d) B4

(46) In which side is the rulers located?

- (a) Left and Right
- (b) Left and Top
- (c) Right and Top
- (d) Top and Bottom

(47) To show Header, Footer or Page Number in all pages, which menu will have to go?

- (a) Home
- (b) Page Layout
- (c) Insert
- (d) Mailings

(48) Direct Hyperlink Insert can be done

- (a) Ctrl + K
- (b) Ctrl + H
- (c) Ctrl + D
- (d) Ctrl + Shift + D

(49) Decorative Text is used to insert-

- (a) WordArt
- (b) Drop Cap
- (c) Text Box
- (d) None

(50) If you want to insert a picture in Microsoft Word, which menu will you go to?

- (a) Home
- (b) Insert
- (c) Page Layout
- (d) None

S.N.	Answers	S.N.	Answers	S.N.	Answers	S.N.	Answers
1	C	26	A	51		76	
2	A	27	A	52		77	
3	A	28	A	53		78	
4	B	29	B	54		79	
5	B	30	A	55		80	
6	D	31	A	56		81	
7	A	32	A	57		82	
8	B	33	A	58		83	
9	A	34	A	59		84	
10	A	35	A	60		85	
11	A	36	C	61		86	
12	B	37	A	62		87	
13	A	38	B	63		88	
14	A	39	A	64		89	
15	D	40	B	65		90	
16	C	41	B	66		91	
17	A	42	A	67		92	
18	B	43	B	68		93	
19	A	44	D	69		94	
20	B	45	A	70		95	
21	B	46	B	71		96	
22	A	47	C	72		97	
23	A	48	A	73		98	
24	A	49	A	74		99	
25	C	50	B	75		100	