20. MS Word

Important Keys

Microsoft word

Microsoft Word is the most suitable software utilized for building text files. These text files can be altered and transferred from the creator to others and edited by them as well.

It is one of the office productivity applications involved in the Microsoft Office suite. Formerly developed by Charles Simonyi and Richard Brodie, software engineers. It was first released in 1983. Any word file is by default saved with the extension "doc".

Features of Microsoft Word

This is how MS Word window looks like (version 2007):

File

- It contains options related to the file, like New (used to create a new document), Open (used to open an existing document), save (used to save document), save As (used to save documents), History, print, share, Export, info, etc.

Home

- From the Home menu, the user can copy/ cut the existing text & paste it to some other place in the same document or the other document.
- The other processes that can be operated from the 'Home 'menu are changing fronts, color, size, case, alignment, spacing.
- Bullets, numbers, and paragraphs can also be introduced from the same menu. Users can look for a particular word in the document by clicking on "Find" form the Home menu or simply pressing "Ctrl+F". There is an option of replacing that word too.

Insert

- From the 'Insert' menu, files apart from the text can be embedded in the document. E.g. screenshots, links & hyperlinks, images, tables, charts, equations, special symbols, shapes, headers, footers& page numbers.

Layout

- It is the fifth tab present on the menu bar or ribbon. It holds all the options that allow you to arrange your Microsoft Word document pages just the way you want them. It includes options like set margins, display line numbers, set paragraph indentation, and lines apply themes, control page orientation and size, lines breaks, etc. as shown in the below image:

Design

- From the Design menu, users can obtain pre-decided templates of fonts & font sizes for heading, subheading & other text of the document.

- The helps improve the readability of the file quickly.
- Page layout option provides the user with a chance to change the spacing before the paragraphs, indents, and general margin spacing of the page.

Review

- The review option helps users check spelling & grammar errors in the document & protect the document from being edited by non-trusted users.

Various window elements of MS- word	
1. Title bar	2.Menu Bar
3. Toolbars	4.Workspace
5. Status Bar	6.Scroll Bars
7. Scroll Box	8.Task pane

- **Menu bar:** Contains file, Edit, View, Insert, Format, Tools, Table, Window and Help menus.
- **Standard Toolbar:** Contains icons for shortcuts to menu commands.
- **Formatting Tool Bar:** contains pop-up menus for style, font and font, size; icons for boldface, italic, and underline; alignment icons; number and bullet list; indentation icons, the border icon, highlight, and font color icons.
- **Ruler:** Ruler on which you can set tabs, paragraph alignment, and other formats.
- **Status Bar:** Display page number, section number, and total number of pages, pointer position on page and time of day.
- **Task pane:** Displays and groups commonly used features for convenience.

MS Word Terminologies

1. **Word Wrap:** A feature of the word that moves or advances text to the next ine when typing exceeds the right margin without pressing the Enter kay.
2. **Drag and Drop:** A smart approach to copy or transfer text a short distance.
3. **Word Art:** Text designed as a graphic image.
4. **Thesaurus:** A feature that provides synonyms or alternative words for chosen words.
5. **Footer:** A feature that allows the text/graphics that are marked on every page or segment, regularly at the bottom yet can be anywhere on a page.
6. **Header:** A feature that allows text/graphics that are imprinted on every page/ section, usually at the top yet can be anywhere on a page.
7. **Paragraph styles:** A feature that allows text style for complete paragraphs including their fonts, alignments, tabs, etc.
8. **Endnotes:** Notes or reference that resemble at the end of the document.
9. **Footnotes:** Comments or references that appear at the bottom of each page.
10. **Indent:** A feature that allows setting a temporary left or right margin for paragraph lines.
11. **The Margin:** The gap between the edge of the text in the record and top, base, or side edges of the page.

12. **Page Break:** The spot in a document where one-page ends and the other starts.
13. **Bullets & Numbering:** A feature that enables the user to generate bulleted or numbered paragraphs.
14. **Landscape:** A terminology used to specify page orientation, where the page is wider than it is tall.
15. **Page orientation:** How pages are laid out in a written document.
16. **Portrait:** A page orientation where the page is longer than it is wide.
17. **Formatting Toolbar:** A feature that enables changing character and paragraph formatting, such as alignment and type styles.
18. **Fort style:** Certain regular changes in the appearance of a font.
Charts: Graphs that employ columns, lines and pie shapes to denote numbers and data.

Booster-1

1. In MS Word 365, Ctrl+E is the keyboard shortcut to_____.
   (a) Center aligns the selected text
   (b) Right align the selected text
   (c) Left align the selected text
   (d) Justify the selected text

2. Which keyboard shortcut is used to close a MS Word 365 document?
   (a) Alt+ F4   (b) Ctrl+W
   (c) Alt+X   (d) Alt+S

3. Which keyboard shortcut is used to insert a hyperlink for the selected text in Microsoft Word?
   (a) Ctrl + K   (b) Ctrl + H
   (c) Ctrl + F   (d) Ctrl + L

4. Which option of print setting is used to choose only specific pages in MS Word 365?
   (a) Quick print   (b) Print all pages
   (c) Custom print   (d) Print selection

5. Which shortcut key is used to open a new file in MS-Word 365?
   (a) Ctrl+N   (b) Ctrl+O
   (c) Ctrl+S   (d) Ctrl+P

6. Which shortcut key is used to save a file in MS-Word 365?
   (a) F12   (b) Ctrl+S
   (c) Ctrl+O   (d) Ctrl+N

7. Which shortcut key is used to display the font dialog box in MS-Word 365?
   (a) Ctrl+D   (b) Ctrl+T
   (c) Ctrl+Shift+F   (d) Ctrl+F

8. Which shortcut key is used to move the cursor one word to the left in MS-Word 365?
   (a) Ctrl+Left arrow key
   (b) Ctrl+Right arrow key
   (c) Ctrl+Up arrow key
   (d) Ctrl+Down arrow key

9. Which shortcut key is used to switch to print preview in MS-Word 365?
   (a) Ctrl+Alt+I   (b) Ctrl+Shift+P
   (c) Ctrl+P   (d) Ctrl+Shift+I

10. Which shortcut key displays the Editor task pane to check spelling and grammar in the document or the selected text in MS-Word 365?
    (a) Ctrl+E   (b) Ctrl+Shift+E
    (c) F7   (d) Ctrl+F7

11. Which shortcut key is used to copy the selected data in MS-Word 365?

(a) Ctrl+C   (b) Ctrl+X
(c) Ctrl+V   (d) Ctrl+Z

12. Which shortcut key is used to add a new blank slide to an existing presentation in MS-PowerPoint 365?
(a) Ctrl+N   (b) Ctrl+M
(c) Ctrl+O   (d) Ctrl+P

13. Which shortcut key is used to open a new file in MS-Word 365?
(a) Ctrl+N   (b) Ctrl+M
(c) Ctrl+O   (d) Ctrl+P

14. Which keyboard shortcut key in MS-Word 2010 is used to move the previous cell in a row of the table?
(a) Shift+Tab   (b) Shift+Enter
(c) Shift+Ctrl+Tab   (d) Shift+Ctrl+Enter

15. Which feature in MS-Word 2010 is used to type very letters or numbers smaller than the normal line of type and set slightly above the line of text?
(a) Subscript   (b) Superscript
(c) Strikethrough   (d) Underline

16. Which keyboard shortcut is used to move through each of the open tabs going to the right in Chrome browser?
(a) Ctrl+Tab   (b) Ctrl+Shift+Tab
(c) Alt+Tab   (d) Alt+Shift+Tab

17. In MS-Word 2010, the keyboard shortcut Ctrl+X is used to _____.
(a) Copy   (b) Paste
(c) Cut   (d) Undo

18. Text editor and text formatters belong to which category of computing?
(a) Operating Systems
(b) Word Processors
(c) Browsers
(d) Database Systems

19. Which keyboard shortcut is used to center align the selected text in MS-Word 2010?
(a) Ctrl+C   (b) Ctrl+E

(c) Ctrl+R   (d) Ctrl+L

20. Which option is not available in the 'proofing' group of the 'Review' tab in MS-Word 2010?
(a) Comment   (b) Thesaurus
(c) Translate   (d) Language

21. Which keyboard shortcut is used to save a MS-Word 2010 document?
(a) Ctrl+S   (b) Ctrl+O
(c) Ctrl+N   (d) Ctrl+P

22. Which shortcut key is used to align the paragraph to the right in MS-Word 2010?
(a) Ctrl+L   (b) Ctrl+E
(c) Ctrl+R   (d) Ctrl+J

23. In MS-Word 2010, which shortcut key is used to delete a character to the right side?
(a) Delete   (b) Backspace
(c) Shift+Delete   (d) Ctrl+Delete

24. Which key is used to run spell check in MS-Word 2010?
(a) F7   (b) F8
(c) F9   (d) F10

25. Instead of retyping the same text in MS-Word 2010?
(a) Cut + Paste   (b) Copy + Paste
(c) Paste Special   (d) Delete + Paste

26. In MS-Word 2010, creating a large capital letter used as a decorative element at the beginning of a paragraph or section refers to _____.
(a) Large Caps   (b) Font Art
(c) Drop Cap   (d) Text Art

27. In MS-Word 2010, if you press the Tab key within a table, the cursor moves to the next_____ of the table-
(a) Row   (b) Column
(c) Cell   (d) Page

28. Which alignment option will distribute your text evenly between the margins in MS-Word 2010?
    (a) Justify (b) Center
    (c) Left Align (d) Right Align

29. In MS-Word 2010, which shortcut key is used to delete one character to the left side?
    (a) Delete (b) Backspace
    (c) Shift+Delete (d) Ctrl+Delete

30. What is the minimum Zoom percentage in MS-Word 2010 application?
    (a) 10% (b) 25%
    (c) 50% (d) 100%

31. In MS-Word 2010, _____ Cells means that the adjacent cells are thereafter treated as a single cell, even though they did start as a single cell-
    (a) Split (b) Merging
    (c) Format (d) Group

32. In MS-Word 2010, the _____ is a small, customizable toolbar that displays frequently used commands like save, undo, Redo, etc.
    (a) Taskbar
    (b) Menu Bar
    (c) Ribbon
    (d) Quick Access Toolbar

33. The distance between the written text and the edge of a paper in MS-Word 2010 is called _____.
    (a) Padding (b) Border
    (c) Margin (d) Gutter

34. Which shortcut key is used to align the text to the left in MS-Word 2010?
    (a) Ctrl+L (b) Ctrl+R
    (c) Ctrl+E (d) Ctrl+J

35. Which feature in MS-Word 2010 can be used to draw a straight line across the selected texts in a document?
    (a) Line Tool (b) Strikethrough
    (c) Drawing Tool (d) Shapes

36. Which shortcut key is used in MS-Word 2010 to apply double spacing to the paragraph?
    (a) Ctrl+2 (b) Ctrl+1.5
    (c) Ctrl+1 (d) Ctrl+5

37. In paragraph formatting of MS-Word 2010, Ctrl+ Q is used for which purpose?
    (a) To remove paragraph formatting of highlighted paragraph
    (b) To align text to the right
    (c) To insert a new paragraph
    (d) To insert a tabulation

38. A table in MS-Word 2010 can be unlimited rows and a maximum of _____ columns.
    (a) 63 (b) 256
    (c) 512 (d) 1024

39. In MS-Word, the function key F12 is used to _____.
    (a) Close the document
    (b) Open the save As dialog box
    (c) Open the print dialog box
    (d) Open the Find dialog box

40. _____ function in MS-Excel changes when a document of MS-Word 2010 is already open, which keyboard shortcut is used to open a new document?
    (a) Ctrl+O (b) Ctrl+Z
    (c) Ctrl+S (d) Ctrl+N

41. In MS-Word 2010, which shortcut key is used to delete one word to the right side?
    (a) Ctrl+Del
    (b) Shift+Delete
    (c) Ctrl+Backspace

(d) Ctrl+Right arrow

42. Which shortcut key is used to apply superscript formatting in MS-Word 2010?
(a) Ctrl + Shift + =   (b) Ctrl + =
(c) Ctrl + Alt + =   (d) Ctrl + Shift + +

43. Which keyboard shortcut is used to move the cursor up one paragraph in MS-Word 2010?
(a) Ctrl + Up arrow key
(b) Ctrl + Down arrow key
(c) Ctrl + Left arrow key
(d) Ctrl + Right arrow key

44. Which keyboard shortcut key is equivalent to CTRL + S to save an open file in MS-Word 2010?
(a) F12   (b) Shift + F12
(c) Ctrl + F12   (d) Ctrl + Shift + S

45. Which command is used in MS-Word 2010 to open the file page to use backstage view?
(a) Alt+F   (b) Alt+O
(c) Alt+B   (d) Alt+V

46. Which shortcut key is used to increase the font size to the next larger point size available in the font size list box of MS-Word 2010?
(a) Ctrl+Shift+>   (b) Ctrl+Shift+<
(c) Ctrl+>   (d) Ctrl+<

47. Which feature in MS-Word 2010 is used to type very letters or numbers smaller than the normal line of type and set slightly above the line of text?
(a) Subscript   (b) Superscript
(c) Strikethrough   (d) Underline

48. In MS-Word 2010, the keyboard shortcut ctrl +X is used to _____.
(a) Copy   (b) Paste
(c) Cut   (d) Undo

49. The arrangement of data in rows and columns in MS-Word 2010 is called a _____.
(a) Table   (b) Worksheet
(c) Spreadsheet   (d) Database

50. Which keyboard shortcut key in MS-Word 2010 is used to change the paragraph spacing to 1.5-line spacing?
(a) Ctrl+1.5   (b) Ctrl+2
(c) Ctrl+1   (d) Ctrl+5

51. What is the minimum number of rows a table can have in MS-Word?
(a) 1   (b) 2
(c) 3   (d) -1

52. In MS Word 2007, which option under print preview is used to switch the page layout between portrait and landscape?
(a) Orientation   (b) Size
(c) Margin   (d) Page Layout

53. To compare two versions of an MS Word 2010 document, one has to go to the _____ tab and click _____ under the 'Compare' group-
(a) Review, compare
(b) View, Compare
(c) File, compare
(d) Home, Compare

54. _____ is a large capital letter used in MS Word 2010 as a decorative element at the beginning of a paragraph or section-
(a) Decorative Cap   (b) Initial Cap
(c) Capital Letter   (d) Drop Cap

55. _____ provide a neat way to present complex information in vertical columns and horizontal rows of cells in Microsoft Word-
(a) Tables   (b) Lists
(c) Graphs   (d) Charts

56. Working in a MS Word text document. It selects the entire paragraph by default when the mouse is clicked-
    (a) Single Click   (b) Double Click
    (c) Triple Click   (d) Right Click

57. Mail-merge is a component of-
    (a) MS-Word   (b) MS-Excel
    (c) MS-PowerPoint   (d) MS-Outlook

58. Using the end key in Microsoft word processor moves the cursor to the end of the _____.
    (a) Page   (b) Line
    (c) Document   (d) Paragraph

59. In the context of a word document, the word 'gutter' is used for?
    (a) Space left in one side for sewing and binding
    (b) Space left in between two columns
    (c) Space left in between two pages
    (d) Space left in one side of the book for binding

60. Using the 'Home key' in Microsoft word, processor moves the cursor to the beginning of the-
    (a) Page   (b) Line
    (c) Document   (d) Paragraph

61. On which menu bar is the spelling tool located?
    (a) Review   (b) Tools
    (c) Edit   (d) Format

62. In the new version of Microsoft Word, the document is saved with _____ extension by default?
    (a) .doc   (b) .docx
    (c) .txt   (d) .rtf

63. Actions are given by default to the word document-
    (a) Open   (b) .DOC
    (c) Print   (d) Close

64. .bas, .doc and .html is an example of-
    (a) Extension   (b) Protocol
    (c) Language   (d) Format

65. Which is a Customizable bar that comes with a set of independent commands and gives you an easy reach to commonly used commands, such as save, Undo, Redo, etc.
    (a) Ribbon
    (b) Taskbar
    (c) Quick Access Toolbar
    (d) Status Bar

66. Callisto MT, Arial, and Century are different types of _____.
    (a) Typeface   (b) Font
    (c) Script   (d) Text

67. In MS Word, if you press the Tab key within a table, the cursor moves you to the ....
    (a) Next Column   (b) Next Cell
    (c) Next Row   (d) Previous Cell

68. The feature that fills up forms etc. automatically with preset values is called-
    (a) AutoComplete   (b) AutoFill
    (c) AutoForm   (d) FormFill

69. In an MS Word 2019 document, an email address appearing in a text is shown as a hyperlink. To convert the email address into regular text, right click on the address followed by-
    (a) Edit Hyperlink
    (b) Removing Hyperlink
    (c) Copy Hyperlink
    (d) Open Hyperlink

70. What is the second largest font size that can Be selected using the 'Font Size' drop-down list in MS-Word 2016?
    (a) 48   (b) 72
    (c) 96   (d) 36

71. What will be the default number of cells in a Microsoft word table with two rows and three columns?
    (a) 2   (b) 3
    (c) 6   (d) 8
72. The maximum number of columns that can Be inserted in MS Word 2019 through insert tables operation is-
    (a) 32   (b) 63
    (c) 50   (d) 100
73. Which tool in MS Word copies the entire format and style of the selected text?
    (a) Format Painter   (b) Style Copier
    (c) Format Copy   (d) Text Painter
74. Which tab in the menu bar of Microsoft Word 2007 provides the facility of proofing, commenting, making changes, and comparing them in MS Word documents?
    (a) Home   (b) Insert
    (c) Review   (d) View
75. Which is best suitable to create, edit and save professional documents like letters and reports?
    (a) Excel   (b) PowerPoint
    (c) MS Word   (d) OneNote
76. Which method is used to insert Clip Art in MS Word?
    (a) Insert Object Command
    (b) Insert Picture Command
    (c) Insert Image Command
    (d) Insert Graphic Command
77. Which type of section break helps to start a new section on the same page in Microsoft Word?
    (a) Page Break   (b) Column Break
    (c) Continuous   (d) Next Page
78. What is another name for MS Word?
    (a) Text Editor
    (b) Word Processor
    (c) Text Processor
    (d) Document Writer
79. Which command removes personal information added to a file in Microsoft Word?
    (a) Inspect Document
    (b) Remove Personal Info
    (c) Check for Issues
    (d) Document Inspector
80. How will MS Word respond in case a word is immediately repeated?
    (a) A blue wavy line under the repeated word
    (b) A red wavy line under the repeated word
    (c) A green wavy line under the repeated word
    (d) No response
81. To change selected text to All Capital Letters, you have to click the change case button and then-
    (a) Capitalize Each Word
    (b) Uppercase
    (c) Lowercase
    (d) Title Case
82. In MS Word, which option under "Change Case" is used to convert the selected text from upper case to lower case and vice versa.
    (a) Sentence Case   (b) Lowercase
    (c) Uppercase   (d) Toggle Case
83. What is the font size limit in Microsoft Word 2007?
    (a) 1 to 72   (b) 1 to 1638
    (c) 1 to 1000   (d) 1 to 1024
84. In Microsoft Word 2013, which menu Includes table row height to change the height of the row?
    (a) Insert   (b) Layout
    (c) Design   (d) Format

85. In Microsoft Word, the document orientation is set_____ by default-
    (a) Landscape   (b) Portrait
    (c) Square   (d) Vertical

86. Microsoft Word is an example of-
    (a) System Software
    (b) Utility Software
    (c) Application Software
    (d) Firmware

87. The default Zoom level in Word is set at-
    (a) 75%   (b) 90%
    (c) 100%   (d) 150%

88. In the RUN command dialog box, _____ command will start the Microsoft Word application program?
    (a) msword.exe   (b) word.exe
    (c) winword.exe   (d) startword.exe

89. MS Word is basically used for-
    (a) Data Analysis
    (b) Preparing various documents
    (c) Presentations
    (d) Database Management

90. Which component of MS Office is categorically similar to Notepad?
    (a) Excel   (b) Access
    (c) MS Word   (d) Publisher

91. In MS-Word, ''Ctrl+W'' is used to-
    (a) Close the current document
    (b) Close the current window
    (c) Save the document
    (d) Open a new document

92. Which shortcut key is used to find a particular word in a Word document?
    (a) CTRL+H   (b) CTRL+F
    (c) CTRL+G   (d) CTRL+K

93. To move to the bottom of a document, press_____.
    (a) Page Down   (b) End
    (c) Ctrl + End   (d) Alt + End

94. Which is the default body font in Microsoft Word 2007?
    (a) Times New Roman
    (b) Arial
    (c) Calibri
    (d) Verdana

95. You can start Microsoft Word using the _____ button-
    (a) Office   (b) Start
    (c) Program   (d) Launch

96. The minimum and maximum font sizes available in the font size tool available in the Formatting toolbar is-
    (a) 8 and 72   (b) 6 and 72
    (c) 8 and 100   (d) 1 and 1638

97. In which view menu of MS Word do headers and footers appear?
    (a) Normal View
    (b) Web Layout View
    (c) Print Layout View
    (d) Outline View

98. Page fault occurs when-
    (a) Page is not present in memory
    (b) Page is not in the cache
    (c) Page is corrupted
    (d) Page is duplicated

99. How many times can the Undo/Redo feature be used in MS Word 2007?
    (a) 20   (b) 50
    (c) 100   (d) Unlimited

100. Forward and Backward icons appear for scrolling through pages in MS Word's ………. View-
    (a) Print Layout   (b) Read Mode
    (c) Web Layout   (d) Outline

101. The default name of the file created with MS Word 2010 is-
    (a) Document   (b) Document 1
    (c) Untitled   (d) New Document

102. Which Key(s) can be used to select Multiple words, lines, or paragraphs in MS Word-
(a) Shift　　　　　(b) Ctrl
(c) Alt　　　　　　(d) Tab

103. What is the maximum font size used for a character?
(a) 72　　　　　　(b) 128
(c) 1638　　　　　(d) 1000

104. Concatenation of text can be done by Using-
(a) Plus, Sign (+)　(b) Comma (,)
(c) Ampersand　　(d) Hash (#)

105. What is Arial-
(a) A text styles
(b) A paragraph styles
(c) A font in Microsoft Word
(d) A theme in Microsoft Word

106. In the context of MS Word-2019, the keystroke "Ctrl+Shift+F5" is related to-
(a) Insert Citation
(b) Insert Cross-reference
(c) Bookmark
(d) Insert Table of Figures

107. Which tab will you choose to insert a watermark in the document in MS Office Word 2016?
(a) Page Layout　　(b) Insert
(c) Design　　　　(d) View

108. Which tab in Microsoft Office 365 Word is used to change the color of the document content area?
(a) Home　　　　(b) Insert
(c) Layout　　　　(d) Design

109. _____ can be used for quick access to commonly used commands and tools?
(a) Status Bar
(b) Quick Access Toolbar
(c) Taskbar
(d) Ribbon

110. Which feature of Word enables a person to send the same letter to different people?
(a) Mail Merge　　(b) Form Letter
(c) Data Merge　　(d) Multiple Mail

111. Graphics for Word Processor-
(a) Clip Art　　　(b) Shapes
(c) Pictures　　　(d) SmartArt

112. Which option is not available in the file menu while working with MS Word?
(a) Open
(b) Save
(c) Header and Footer
(d) Print

113. If both left and right sides of a paragraph Are aligned, then it is called-
(a) Justified　　　(b) Left Aligned
(c) Right Aligned　(d) Centered

114. To insert a watermark in a document in MS Office- Word 2016, which would you choose?
(a) Page Layout　　(b) Design
(c) Insert　　　　(d) References

115. MS Word document has decorative text in-
(a) Clip Art　　　(b) SmartArt
(c) Charts　　　　(d) WordArt

116. In MS Word 365, which menu contains the 'Re-use Files' option-
(a) Insert　　　　(b) Review
(c) Home　　　　(d) References

117. What is the maximum zoom percentage in MS Word?
(a) 200%　　　　(b) 400%
(c) 500%　　　　(d) 1000%

118. In an MS Word document, to set predefined formatting on text, to apply color, etc. _____ can be used-
(a) Themes　　　(b) Styles
(c) Templates　　(d) Designs

119. In MS Word, which option splits a cell in a table into multiple cells?
(a) Divide Cell   (b) Split Cell
(c) Merge Cell   (d) Subdivide Cell

120. To make the formatting of even numbers different from that of odd columns, which option is used in Word?
(a) Banded Rows
(b) Highlight Even Rows
(c) Banded Column
(d) Different Columns

121. To make a capital letter at the beginning of a paragraph, use-
(a) WordArt   (b) Drop Cap
(c) Text Box   (d) Capitalize

122. In MS Word 2016, the button to make the selected text bold can be found in the tab-
(a) Insert   (b) Layout
(c) Home   (d) Design

123. Bullets and numbering command is present in which menu?
(a) Format   (b) Insert
(c) View   (d) Home

124. Consider the following statements regarding line spacing of a paragraph in MS Word 2010?
A. Line spacing determines the amount of vertical space between lines of the text in a paragraph
B. Line spacing determine the amount of diagonal space between lines of text in a paragraph
Which of the following statements is correct?
(a) Both A and B   (b) only B
(c) Neither A nor B   (d) only A

125. Which of the following buttons are present in the Quick Access Toolbar by default in MS Word 2010?
(a) Save, Undo, Redo
(b) Undo, Redo, Cut
(c) Undo, Redo, Name
(d) Paste, Redo, Copy

126. Shading option in MS Word 365 is used for_____.
(a) Changing the color of the selected text
(b) Changing the color behind the selected text
(c) Making the text pop by highlighting it
(d) Changing the color around the selected text

127. Which of the following statement about Quick Access Toolbar in MS Word 2010 is/ are incorrect?
P. The Quick Access Toolbar Has Save, Undo and Redo buttons by default
Q. The Quick Access Toolbar Has Cut, Undo and Redo buttons by default
R. You can place more buttons on the quick access toolbar
S. There is no option on quick access toolbar for ''show below the Ribbon''
(a) Only q and R   (b) All P, Q, R, S
(c) Only Q and S   (d) Only P, Q, R

128. Which of the following font effects is not available in the MS Word 2010 font dialogue box?
(a) Double strike through
(b) Superscript
(c) Small cap
(d) Equalize character height

129. Which of the following is not a valid file format in MS Word 365?
(a) .dotx   (b). dcp

(c) .doc   (d) .docx

130. Which of the following is not a type of a paragraph formatting in MS Word 365?
(a) Right   (b) Precise
(c) Justify   (d) centre

131. Which of the following is not a valid file format in MS- PowerPoint 365?
(a) .pptm   (b). pwpt
(c) .ppt   (d) .pptx

132. Which of the following effects is not available in the MS-Word 2010 font dialog box?
(a) Italic   (b) Bold
(c) Subsript   (d) Fancy

133. Which of the following is not a word processor?
(a) Microsoft word
(b) Chrome
(c) Notepad
(d) LibreOffice Writer

134. Which of the following is not an option of menu bar in MS Word 2007?
(a) Insert   (b) Home
(c) Internet   (d) Page Layout

135. Which of the following features are available in Microsoft?
  I.   Check the document for spelling and grammar errors
  II.   Add header, footer and page number
  III.   Protect the word document with password
(a) I and III only   (b) II and III only
(c) I and II only   (d) I, II and III

136. What does macro mean in the context of Microsoft Word?
(a) Macro is a command used to automatically send e-mail

(b) Macro command automatically creates multiple documents with similar content.

(c) A macro is a series of commands and instructions that you put together as a single command to automatically accomplish a task

(d) Macro command helps in creating multiple mails with different contents.

137. In Microsoft Word 2007, which of the following is not a valid line spacing option in the ''paragraph'' dialog box?
(a) Single   (b) 1.5 lines
(c) Double   (d) Triple

138. Which of the following option is not available in the "paragraph Dialog" box of a word processor?
(a) Line Spacing   (b) Numbering
(c) Indentation   (d) Margin

139. Which of the following is included in a paragraph formatting in a word processor?
(a) Subscript   (b) Underline color
(c) Fonts   (d) Line spacing

140. Which of the following cannot be inserted using the 'Insert Menu 'in MS Word?
(a) Table   (b) Line Spacing
(c) Shapes   (d) Header

141. Which of the following is/ are examples of word processors?
(a) Microsoft word
(b) Word perfect
(c) Both Microsoft Word and Word perfect
(d) None of these

142. Which of the following is not a necessary component to perform a mail merge operation?

(a) Data source
(b) Word Fields
(c) Merge Fields
(d) Main document

143. Microsoft word is a part of which of the following?
(a) Microsoft Office
(b) Microsoft Access
(c) Microsoft publisher
(d) Microsoft Windows

144. Which of the following is not a Document view?
(a) Normal view
(b) Work view
(c) print Layout view
(d) web Layout

145. In MS Word
(a) Graphs can be made
(b) The data can be analyzed.
(c) Page numbering can be done.
(d) None of the above

146. Which of the following is not a style?
(a) Bold   (b) Italic
(c) Regular   (d) Super Script

147. Which of the following option is not a valid menu item in Microsoft Word 2016?
(a) Insert   (b) Home
(c) Review   (d) Tools

148. Which of the following is not a casing change feature in MS Word?
(a) Un- capitalize each word
(b) Capitalize each word
(c) Toggle case
(d) Sentence case

149. State whether the following statements are true or false with respect to MS Word?
I.   In Landscape orientation, the height of a page is greater than its width.

II. In portrait orientation, the width of a page is greater then its height.
(a) (I) False (II) True
(b) (I) True (II) True
(c) (I) True (II) False
(d) (I) False (II) False

150. With respect to Microsoft word documents, which of the following statement is False?
(a) Footers help users to repeat content at the bottom of every page.
(b) Headers help users to repeat content at the top of every page.
(c) Page numbers can appear either at the top or the bottom of every page
(d) A single document cannot have both Roman and Arabic numerals as page numbers.

151. Which of the following is not a character formatting option in Microsoft word?
(a) Effects   (b) Underline
(c) Indentation   (d) Font style

152. Which of the following statements is incorrect regarding paragraph indentation in Microsoft word?
(a) Left indentation can be set as a positive value.
(b) Left indentation can be set as a negative value.
(c) The right indentation can be set as a negative value.
(d) Right indentation can be set as a positive value.

153. Which of the following commands does not affect the next font?
(a) Underline   (b) Italic
(c) Border   (d) Bold

154. Which of the following statements is correct regarding Microsoft word?

(a) Every document must have at least one table.

(b) A document cannot contain both bulleted and numbered lists.

(c) Different paragraph of the document may have different alignments.

(d) There cannot be more than one drop cap in the document.

155. Which of the following statements regarding Microsoft word is incorrect?

(a) There can be only one sentence in a paragraph

(b) A document can contain multiple tables.

(c) Every document must have a drop cap

(d) A document can be renamed multiple
times.

156. Which of the following is/are function of MS word software?

I. Creating, editing, saving, and printing documents

II. Copying, pasting, moving and deleting text within a document

III. Creating and editing tables

(a) I, II and III   (b) III only

(c) II only   (d) I only

157. Which of the following is not in-built feature of MS Word?

(a) Live Stream   (b) Spell Check

(c) Thesaurus   (d) Translate

158. Which of the following is not a basic text formatting feature?

(a) Italic   (b) Underline

(c) Capitalize   (d) Bold

159. Which of the following statement is incorrect?

I. All cells in a table should have the same background color in Microsoft word.

II. In Microsoft word, a table can be inserted inside another table.

(a) Only (II)

(b) Both (I) and (II)

(c) Only (I)

(d) Neither (I) nor (II)

20. MS Word

Booster-1

Answer Key

1	A	11	A	21	A	31	B	41	A
2	B	12	B	22	C	32	D	42	A
3	A	13	A	23	A	33	C	43	A
4	C	14	A	24	A	34	A	44	B
5	A	15	B	25	B	35	B	45	A
6	B	16	A	26	C	36	A	46	A
7	A	17	C	27	C	37	A	47	B
8	A	18	B	28	A	38	A	48	C
9	A	19	B	29	B	39	B	49	A
10	C	20	A	30	A	40	D	50	B

51	A	61	A	71	C	81	B	91	A
52	A	62	B	72	B	82	D	92	B
53	A	63	A	73	A	83	B	93	C
54	D	64	A	74	C	84	B	94	C
55	A	65	C	75	C	85	B	95	B
56	C	66	B	76	B	86	C	96	A
57	A	67	B	77	C	87	C	97	C
58	B	68	A	78	B	88	C	98	A
59	A	69	B	79	A	89	B	99	C
60	B	70	A	80	A	90	C	100	B

101	B	111	A	121	B	131	B	141	C
102	A	112	C	122	C	132	D	142	B
103	C	113	A	123	D	133	B	143	A
104	C	114	B	124	D	134	C	144	B
105	C	115	D	125	A	135	D	145	C
106	C	116	A	126	B	136	C	146	D
107	C	117	C	127	C	137	D	147	D
108	D	118	B	128	D	138	D	148	A
109	B	119	B	129	B	139	D	149	C
110	A	120	C	130	B	140	B	150	D

151	C
152	C
153	C
154	C
155	C
156	A
157	A
158	C
159	C