

MS WORD QUESTIONS

1. End Key

- a. Moves the cursor end of the line
- b. Moves the cursor end of the document
- c. Moves the cursor end of the paragraph
- d. Moves the cursor end of the screen

Ans: a

2. “Ctrl + PageDown” is used to

- a. Moves the cursor one Paragraph Down
- b. Moves the cursor one Page Down
- c. Moves the cursor one Line Down
- d. Moves the cursor one Screen Down

Ans: b

3. “Ctrl + Down Arrow” is used to

- a. Moves the cursor one paragraph down
- b. Moves the cursor one line down
- c. Moves the cursor one page down
- d. Moves the cursor one screen down

Ans: a

4. Page Up Key

- a. Moves the cursor one line up
- b. Moves the cursor one screen up
- c. Moves the cursor one page up
- d. Moves the cursor one paragraph up

Ans: b

5. “Ctrl + Left Arrow” is used to

- a. Moves the cursor beginning of the Line
- b. Moves the cursor one word left
- c. Moves the cursor one paragraph up
- d. Moves the cursor one paragraph down

Ans: b

6. Page Down Key

- a. Moves the cursor one line down
- b. Moves the cursor one page down
- c. Moves the cursor one screen down
- d. Moves the cursor one paragraph down

Ans: c

7. “Ctrl + PageUp” is used to

- a. Moves the cursor one Page Up
- b. Moves the cursor one Paragraph Up
- c. Moves the cursor one Screen Up
- d. Moves the cursor one Line Up

Ans: a

8. “Ctrl + Up Arrow” is used to

- a. Moves the cursor one page up
- b. Moves the cursor one line up
- c. Moves the cursor one screen up
- d. Moves the cursor one paragraph up

Ans: d

9. “Ctrl + Home” is used to

- a. Moves the cursor to the beginning of Document

- b. Moves the cursor to the beginning of Line
- c. Moves the cursor to the beginning of Paragraph
- d. All of the above

Ans: a

10. "Ctrl + End" is used to

- a. Moves the cursor to the end of Line
- b. Moves the cursor to the end of Document
- c. Moves the cursor to the end of Paragraph
- d. None of the Above

Ans: b

11. Which of the following are word processing software?

- a. WordPerfect
- b. Easy Word
- c. MS Word
- d. All of above

Ans: D

12. Which file starts MS Word?

- a. winword.exe
- b. word.exe
- c. msword.exe
- d. word2003.exe

Ans: a

13. Ctrl + N

- a. Save Document
- b. Open Document
- c. New Document
- d. Close Document

Ans: c

14. To exit from the Resume Wizard and return to the document window without creating a resume, click the _____ button in any panel in the Resume Wizard dialog box.

- a. Cancel
- b. Back
- c. Next
- d. Finish

Ans: d

15. A _____ is a collection of predefined design elements and color schemes.

- a. feature
- b. hyperlink
- c. palette
- d. theme

Ans : d

16. Change the _____ to create a document in wide format

- a. Page Orientation
- b. Page margins
- c. Paper Style
- d. Paper Source

Ans: a

17. In MS Word, Ctrl+S is for

- a. Scenarios
- b. Size
- c. Save
- d. Spelling Check

Ans : c

18. Ctrl + W

- a. Save and Print the Document
- b. Save and Close Word Application
- c. Save and Close document
- d. Without Save, Close Document

Ans : c

19.The key F12 opens a

- a. Save As dialog box
- b. Open dialog box
- c. Save dialog box
- d. Close dialog box

Ans : a

20.Ctrl + I

- a. Italic
- b. Left Indent
- c. Save Document
- d. Close Document

Ans : a

21. Ctrl + S

- a. Save Document with different name
- b. Save Document with same name
- c. Save Document and Close Word Application
- d. Save Document and Print whole Pages

Ans:b

22.If you will be displaying or printing your document on another computer, you'll want to make sure and select the _____ option under the 'Save' tab.

- a. Embed Fonts
- b. Embed True Type Fonts
- c. Save True Type Fonts
- d. Save Fonts

Ans: b

23. Ctrl + J

- a. Align Justify
- b. Insert Hyperlink
- c. Search
- d. Print

Ans: a

24.What is a portion of a document in which you set certain page formatting options?

- a. Page
- b. Document
- c. Section
- d. Page Setup

Ans : c

25.If you need to double underline a word, how will you do that?

- a. Go to Format menu and then Font option. Open Underline Style and choose Double Underline
- b. From Format menu choose Font option and then from Font tab open Underline Style and select Double Underline
- c. Select the text then choose Format >> Font and on Font tab, open Underline Style and choose Double Underline
- d. Click double underline tool on formatting toolbar

Ans: c