

MS Office Questions Answers

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1. Which is not a font style ?

- A. Bold
- B. Superscript
- C. Italic
- D. Regular

Answer: Option B

2. What is gutter margin ?

- A. Margin that is added to right margin when printing
- B. Margin that is added to the left margin when printing
- C. Margin that is added to the outside of the page when printing
- D. Margin that is added to the binding side of page when printing

Answer: Option D

3. Landscape is ?

- A. A font style
- B. Paper Size
- C. Page Layout
- D. Page Orientation

Answer: Option D

4. Typeface option will come under which menu ?

- A. Edit
- B. View
- C. Format
- D. Tools

Answer: Option C

5. Background color on a document is not visible in ?

- A. Web layout view
- B. Print Preview
- C. Reading View
- D. Print Layout view

Answer: Option B

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

- A. Page Setup
- B. Section
- C. Page
- D. Document

Answer: Option B

7. Which of the following is not available on the Ruler of MS Word screen ?

- A. Tab stop box
- B. Left Indent
- C. Right Indent
- D. Center Indent

Answer: Option D

8. Gutter position can be set in following positions

- A. Left & Right
- B. Left & Top
- C. Left & Bottom
- D. Left Only

Answer: Option B

9. What is the Short cut key for line break?

- A. CTRL + Enter
- B. Alt + Enter
- C. Shift + Enter
- D. Space + Enter

Answer: Option C

10. By pressing F12, which of following will happen ?

- A. Save As dialog box will open
- B. Save dialog box will open
- C. Open dialog box will open
- D. Close dialog box will open

Answer: Option A

11. Which key will open an Open dialogue box ?

- A. F12
- B. Alt + F12
- C. Ctrl + F12

D. Shift + F12

Answer: Option C

12. How will MS Word will respond in repeated word ?

A. A Green wavy line under the repeated word

B. A Red wavy line under the repeated word

C. A Blue wavy line under the repeated word

D. None of above

Answer: Option B

13. What is the use of "All Caps" feature in MS-Word ?

A. It changes all selected text into Capital Letter

B. It adds captions for selected Image

C. It shows all the image captions

D. None of above

Answer: Option A

14. Which file is responsible to start MS Word ?

A. Winword.exe

B. Win.exe

C. Word.exe

D. Wordwin.exe

Answer: Option A

15. To keep track of different editions of a document which feature we will use ?

A. Editions

B. Versions

C. Tracks

D. traces

Answer: Option B

16. Which is not a type of margin ?

A. Top

B. Left

C. Right

D. Center

Answer: Option D

17. what will be the use of Ctrl + J ?

A. Insert Image

- B.** Insert Hyperlink
- C.** Align Justify
- D.** Search file

Answer: Option C

18. What shortcut will we use to align centre ?

- A.** Ctrl + A
- B.** Ctrl + E
- C.** Ctrl + D
- D.** Ctrl + B

Answer: Option B

19. Which shortcut will we use to make text Italic ?

- A.** Ctrl + U
- B.** Ctrl + T
- C.** Ctrl + I
- D.** Ctrl + P

Answer: Option C

20. How to use Format Painter multiple times ?

- A.** By Click on Lock Format Painter Icon
- B.** Format Painter cannot be use multiple times
- C.** By Double Click on the Format Painter Icon
- D.** Answer And Explanation

Answer: Option C

21. What is place to the left of horizontal scroll bar ?

- A.** Indicators
- B.** Split buttons
- C.** Tab stop buttons
- D.** View buttons

Answer: Option D

22. Where can you find the horizontal split bar on MS Word screen ?

- A.** On the top of vertical scroll bar
- B.** On the bottom of vertical scroll bar
- C.** On the left of horizontal scroll bar
- D.** On the right of horizontal scroll bar

Answer: Option A

23. Tabs stop position cannot be the following alignment ?

- A. Decimal Alignment
- B. Center Alignment
- C. Bar Alignment
- D. Justify Alignment

Answer: Option D

24. What is the use of bookmarks ?

- A. To correct the spellings.
- B. To jump to a specific location in the document
- C. To ignore spelling mistakes
- D. To save alignments as it is.

Answer: Option B

25. Which feature is used to replace straight quotes with smart quotes as you type ?

- A. Auto Correct as you type
- B. Auto Change as you type
- C. Auto Ignore as you type
- D. Auto Format as you type

Answer: Option D

26. Ctrl + D is short cut used for ?

- A. Open Dialogue Box
- B. Font Dialogue Box
- C. Save as Dialogue Box
- D. Save Dialogue Box

Answer: Option B

27. Ctrl + G is shortcut for ?

- A. Open Find and Replace Dialog box with activating Goto Tab
- B. Open Find and Replace Dialog box with activating Find Tab
- C. Open Find and Replace Dialog box with activating Replace Tab
- D. Open Goto Dialog box

Answer: Option A

28. Ctrl + H is short cut for ?

- A. Open Insert Dialog box activating Insert Hyper Link Tab
- B. Open Find and Replace Dialog box with activating Go to Tab
- C. Open Find and Replace Dialog box with activating Find Tab
- D. Open Find and Replace Dialog box with activating Replace Tab

Answer: Option D

29. What can be searched by find ?

- A.** Format
- B.** Characters
- C.** Symbol
- D.** All of above

Answer: Option D

30. on which page the header or the footer is printed by default ?

- A.** on first page
- B.** on last page
- C.** on alternate page
- D.** every page

Answer: Option D

31. Which of these toolbars allows changing of Fonts and their sizes ?

- A.** Standard
- B.** Formatting
- C.** Options
- D.** None of above

Answer: Option B

32. To spell check which function key you will press ?

- A.** F5
- B.** F6
- C.** F7
- D.** F8

Answer: Option C

33. How to insert a sound file in word document ?

- A.** From insert -> sound menu option
- B.** From insert -> object menu option
- C.** From insert -> subject menu option
- D.** From insert -> file menu option

Answer: Option B

34. How many maximum number of columns can be inserted in the word document ?

- A.** 45

- B.** 50
- C.** 55
- D.** 65

Answer: Option A

35. What is smallest and largest available font on formatting toolbar ?

- A.** Smallest 8 and Largest 70
- B.** Smallest 5 and Largest 72
- C.** Smallest 8 and Largest 72
- D.** Smallest 5 and Largest 70

Answer: Option C

36. Why drop cap is used in document ?

- A.** To get all first character capital
- B.** To get all first character small
- C.** To begin a paragraph with a large dropped initial capital letter
- D.** To begin a paragraph with a large dropped initial small letter

Answer: Option C

37. What is Macro ?

- A.** Small add-on programs that are installed afterwards if you need them
- B.** Type of high level programming language
- C.** Type of low level programming language
- D.** Small programs created in MS-Word to automate repetitive tasks by using VBA

Answer: Option D

38. Which among following can be a vertical separation between columns ?

- A.** Margin
- B.** Header
- C.** Orientation
- D.** Gutter

Answer: Option A

39. MS Office is not an application software ?

- A.** True
- B.** False

Answer: Option B

40. To change the typeface of a document, we will choose following menu option >

- A.** Edit
- B.** View

- C.** Tools
- D.** Format

Answer: Option D

41. To autofit the width of column

- A.** Double click the left border of column
- B.** Double click the right border of column
- C.** Double click the column header
- D.** None of above

Answer: Option B

42. A keyboard shortcut can be assigned to a Macro.

- A.** True
- B.** False

Answer: Option A

43. A keyboard shortcut can be assigned to a Macro.

- A.** True
- B.** False

Answer: Option A

44. What is the default font size of a new Word document based on Normal template ?

- A.** 8 pt
- B.** 10 pt
- C.** 12 pt
- D.** 14 pt

Answer: Option C

45. Which of following line spacing is invalid ?

- A.** Single
- B.** Double
- C.** Triple
- D.** Multiple

Answer: Option C

46. Format painter tool can be found in ?

- A.** Options toolbar
- B.** Standard toolbar
- C.** Formatting toolbar

D. Drawing toolbar

Answer: Option B

47. Which among following is correct extension of word files ?

A. Xls

B. Doc

C. Ppt

D. dcw

Answer: Option B

48. You can jump to the next column by ?

A. Press Alt + Down-arrow

B. Clicking with your mouse on the next column

C. Both of above

D. None of above

Answer: Option C

49. Which of the following is not the part of standard office suite ?

A. Database

B. File Manager

C. Image Editor

D. File Presentation

Answer: Option B

50. Superscript, subscript, outline, emboss, engrave are known as ?

A. Text effects

B. Font effects

C. Word art

D. Clip art

Answer: Option B

51. A screen element of MS Word that is usually located below the title bar that provides categorized options is known as ?

A. Menu Bar

B. Tool Bar

C. Status Bar

D. Address Bar

Answer: Option A

52. Minimum number of rows and columns in MS Word document is

- A. 1 and 1
- B. 2 and 1
- C. 1 and 2
- D. 2 and 2

Answer: Option A

53. How many maximum columns can be inserted in MS word document ?

- A. 40
- B. 45
- C. 50
- D. 55
- E. Unlimited

Answer: Option B

54. What we call to that character which is raised and smaller above the base line ?

- A. Raised
- B. Smaller
- C. Quotient
- D. Superscript

Answer: Option D

55. Ruler in MS Word can help us in

- A. to set tabs
- B. to set indents
- C. to change page margins
- D. all of above

Answer: Option D

56. What we call to a combination of row and column

- A. Line
- B. Column
- C. Row
- D. Cell

Answer: Option D

57. What is Gutter Margin ?

- A. Margin that is added to the outside of the page when printing
- B. Margin that is added to the binding side of page when printing
- C. Margin that is added to right margin when printing
- D. Margin that is added to the left margin when printing

Answer: Option B

58. typeface option is under which menu ?

- A.** Format
- B.** Insert
- C.** Edit
- D.** View

Answer: Option A

59. In which view background color will not be visible ?

- A.** Print Layout View
- B.** Web Layout View
- C.** Print Preview
- D.** Reading View

Answer: Option C

60. Spreadsheets are created in ?

- A.** MS Word
- B.** MS Powerpoint
- C.** MS Excel
- D.** MS Access

Answer: Option C