MCQ
QUESTIONS

MICROSOFT

WORD

1. ____ can not be used to work in MS Office

   A) **Joystick**

   B) Scanner

   C) Light Pen

   D) Mouse

2. _____feature of the MS Word helps to create a List in a Document

   A) Symbol

   B) Scaling

   C) **Bullet & Numbering**

   D) Word Wrap

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

4. "Ctrl + Page Down" 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

5. A character that is raised and smaller above the baseline is known as

   A) Outlined

   B) Raised

   C) **Superscript**

   D) Subscript

6. A number of letter that appears little below the normal text is called

   A) Superscript

   B) **Subscript**

   C) Supertext

   D) Toptext

7. A word processor would most likely be used to do

   A) Keep an account of money spent

   B) Do a computer search in media center

   C) Maintain an inventory

   D) **Type a biography**

8. By default, your document prints with:

   A) 1 inch top and bottom margins

   B) a portrait orientation

C) 1 inches left and right margins

D) all of the above

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

A) Page Margin

B) Page Style

C) Page Source

D) Page Orientation

10. Changing the appearance of a document is called

A) Editing

B) Proofing

C) Formatting

D) None of the above

11. Ctrl + N is used to

A) Save Document

B) Open Document

C) New Document

D) Close Document

12. Ctrl+G is used to

A) Open paragraph Dialog box activating Goto Tab

B) Open Page Setup Dialog box activating Goto Tab

C) Open Find and Replace Dialog box with activating Goto Tab

D) Open Goto Dialog Box

13. Ctrl+J is used to

A) Insert Hyperlink

B) Align Justify

C) Search

D) Print

14. Default distance between levels in Multilevel List

A) 1.5"

B) 0.4"

C) 0.5"

D) 1"

15. Home Key uses for

A) Moves the cursor beginning of the document

B) Moves the cursor beginning of the paragraph

C) Moves the cursor beginning of the screen

D) Moves the cursor beginning of the Line

16. How many Default Tabs are there in a Ribbon of MS word 2016?

A) **10**

B) 8

C) 9

D) 7

17. How many Gutters position are available in MS Word

A) 5

B) **2**

C) 3

D) 6

18. How many options are there in case menu?

A) 3

B) 4

C) **5**

D) 6

19. How many types of Layouts are present in Word 2016?

A) 4

B) 3

C) 5

D) 2

20. How many types of Alignment in Tab Setting is there in MS Word:

A) 3

B) 2

C) 4

D) 5

21. How much space in minimum must be provided between columns

A) **0"**

B) 0.5"

C) 1"

D) 1.5"

22. How type of Page Orientation is there in MS Word?

A) 3

B) 2

C) 4

D) 5

23. If the number of columns is selected 1 and the line between checkbox is marked, where is the line drawn?

A) In the Left Margin

B) In the Right Margin

C) Both in Left and Right Margin

D) Check box of Line between option is showing Inactive

24. In a document what is the maximum number of columns that can be inserted in MS Word Table?

A) 35

B) 45

C) 65

D) 63

MCQ QUESTIONS

Microsoft Word

কলেজপাড়া যুব
কম্পিউটার প্রশিক্ষণ কেন্দ্র

25. In MS Word when the page margins are altered or when the text does not fit on the current line, which features automatically moves the text to the next line?

A) Word Enter

B) Word Format

C) Word Scroll

D) Word Wrap

26. In MS Word, for what does ruler help?

A) To set tabs

B) To set indents

C) To change page margins

D) All of above

27. In MS-Word, by default we get _____ number of columns

A) 3

B) 4

C) 1

D) 2

28. In which Tab Footnote option is placed

A) References

B) Insert

C) Review

D) Design

29. In which view Headers and Footers are visible

A) Normal View

B) Print Layout View

C) Page Layout View

D) Draft View

30. In word, the default alignment for paragraphs is_____

A) Left alignment, or flush margins at the left edge and uneven edges at the right edge

B) Centered, or equidistant from both the left edge and the right edge

C) Right alignment, or flush margins at the right edge and uneven edges at the left edge

D) Justified, or flash margins at both the left and right edges

31. In word, the mailing list is known as the _____

A) Data Source

B) Sheet

C) Data Sheet

D) Source

32. Microsoft Word was released in which year?

A) 1981

Tally & GST | Advance Excel | Web Development | Kids Coding

B) 1982

C) 1983

D) 1984

33. **MS Office 2007 introduced the Ribbon as a _____element**

A) User Index

B) User Interface

C) User Indent

D) User Initiate

34. **MS Word is a**

A) Application Software

B) System Software

C) Drawing Software

D) Writing Software

35. **Performing Mail Merge creates how many files?**

A) 3

B) 2

C) 1

D) 4

36. **Press_____key to open the Help window in MS Word**

A) F1

B) F2

C) F9

D) F11

37. **Ruler is present in _____ Ribbon**

A) Insert

B) View

C) References

D) Mailings

38. **Short cut of Ctrl+R is used to**

A) Re open the last closed document

B) Re print the last printed page

C) Re apply the last paragraph formatting

D) Right align the selected Paragraph

39. **Shortcut to insert new Page in Word**

A) Ctrl+F6

B) Ctrl+Enter

C) Ctrl+Space

D) Ctrl+Shift+N

40. **Text Fill and Text Outline are known as in MS-Word 2016**

A) Font Style

B) Format Text Effects

C) Word Art

D) Text Effects

41. The ability to combine name and addresses with a standard document is called___

A) Document formatting

B) Database management

C) Mail Merge

D) Form letters

42. The default lines to Drop for Drop Cap is

A) 3

B) 2

C) 4

D) 8

43. The key F12 opens a

A) Save As dialog box

B) Open dialog box

C) Save dialog box

D) Close dialog box

44. The Red wave underline in MS word document indicates

A) Spelling errors

B) Grammar error

C) Address block

D) None of these

45. Themes option is present in which tab in MS- Word 2016

A) Insert

B) View

C) Design

D) Layout

46. Themes option is present in which tab in MS- Word 2016

A) Insert

B) View

C) Design

D) Layout

47. Title Bar is present at the _____of the Quick Access Toolbar

A) Up

B) Down

C) Left

D) Right

48. To insert Drop Cap in one of the Tab you should access

A) Insert

B) Home

C) Layout

D) View

49. Uses of Format Painter

A) To copy the Text

B) To copy the Text with Formatting

C) To paste the Text

D) To copy and paste only the formatting of the text

50. **Using find command in Ms Word, you can search**

A) Characters

B) Symbols

C) Formats

D) All

51. **We can get Gutter option from**

A) Paragraph

B) Auto Shape

C) Bullet & Numbering

D) Page Setup

52. **We can insert a page number at**

A) Header

B) Footer

C) Both A and B

D) None

53. **What are inserted as cross-reference in Word?**

A) Placeholders

B) Bookmarks

C) Objects

D) Word Fields

54. **What do you call 'a collection of character and paragraph formatting commands'**

A) the defaults

B) a template

C) a styles

D) a boilerplate

55. **What does Sentence Case Option do?**

A) Capitalization of the first letter of each sentence

B) Capitalization of the first letter of each word

C) Capitalization of each letter of the text

D) Capitalization of every first letter of each word in the sentence

56. **What happens if you mark on Hidden check box of Font dialog box after you select some text?**

A) The text is deleted from document and you need to bring from Recycle Bin if required again

B) The text is hidden and you need to bring it by removing the check box if needed again.

C) The text is deleted and cannot be returned back

D) The text is hidden and cannot be returned back.

57. What is gutter margin?

A) Margin that is added to the left margin when printing

B) Margin that is added to right when printing

C) Margin that is added to the binding side of page when printing

D) Margin that is added to the outside of page when printing

58. What is the default left margin in Word 2016 document?

A) 1

B) 1.25

C) 1.5

D) 0.5

59. What is the shortcut key for "Font" dialog box in MS-Word 2016?

A) Ctrl+F

B) Ctrl+D

C) Ctrl+G

D) None of the above

60. What is the shortcut key for Spelling Check in document?

A) F7

B) Shift+F7

C) Ctrl+F7

D) Alt+F7

61. What should you do if you require to paste the same format in many places?

A) Click the Format painter and go on pasting in many places holding Alt Key

B) Double click the format painter then go on pasting in many places

C) Click the format painter then go on pasting to many places holding Ctrl Key

D) All of above

62. What was the initial name of Microsoft Word when it was released?

A) Multi-Technique Word

B) Multi-Transition Word

C) Multi-Type Word

D) Multi-Tool Word

63. Where is the Word Count shown in MS Word?

A) Ribbon

B) Task Bar

C) Status Bar

D) View

64. **Where the all Tabs are appear?**

A) Menu bar

B) Status bar

C) Title bar

D) Ribbon

65. **Which can be used for quick access to commonly used commands and tools?**

A) Status Bar

B) Tool Bar

C) Menu Bar

D) Title Bar

66. **Which commands are present in Quick Access Toolbar**

A) Save

B) Undo

C) Redo

D) All of the above

67. **Which enables us to send letter to different persons?**

A) Macros

B) Template

C) Mail merge

D) None of above

68. **Which feature helps you to insert the contents of the**

Clipboard as text without any formatting

A) Paste Special

B) Format Painter

C) Ctrl+V

D) Paste

69. **Which is the Startup File name of MS-Word?**

A) Winword.exe

B) Word.exe

C) Msword.exe

D) Word356.exe

70. **Which Key deletes the characters to left of the cursor?**

A) Delete

B) Back Space

C) Space

D) All

71. **Which Key is used to insert an auto text in word document**

A) F3

B) F2

C) F4

D) F5

72. **Which of the following are word processing software?**

A) WordPerfect

B) Wordpad

C) MS Word

D) All of Above

73. **Which of the following is automatically counted in MS Word 2016?**

A) Number of Words

B) Number of Pages

C) Number of Characters

D) Both A and B

74. **Which of the following is not a Font Style?**

A) Bold

B) Italic

C) Regular

D) Superscript

75. **Which of the following is not a type of Page margin?**

A) Left

B) Right

C) Centre

D) Top

76. **Which of the following is not a type of tab stop Alignment**

A) Bar

B) Decimal

C) Point

D) Left

77. **Which of the following is not a type of tab stop Alignment**

A) Bar

B) Decimal

C) Point

D) Left

78. **Which of the following is not a valid version of MS Office**

A) Office XP

B) Office Vista

C) Office 2007

D) None of above

79. **Which of the following MS-Word features crosses text out by drawing a line through it**

A) Strikethrough

B) Pagination

C) Underline

D) Subscript

80. **Which of the following option is provided by Office Button?**

A) Open

B) Save

C) Print

D) All of the above

81. Which of the following tab is the default in MS Word 2016?

A) Home

B) Insert

C) Layout

D) Reference

82. Which of the following tab is used to add the document citation?

A) Home

B) Insert

C) Layout

D) References

83. Which option is used to marks a place that you want to find again easily

A) Bookmark

B) Auto Text

C) Link

D) Comments

84. Which option is used to marks a place that you want to find again easily

A) **Bookmark**

B) Auto Text

C) Link

D) Comments

85. Word count option is placed on which Tab

A) Insert

B) Home

C) Review

D) References

86. Write is the extension of startup file of MS Word?

A) .EXE

B) .DOC

C) .DOCX

D) .RTF

87. You need to jump to the next column breaking current column right at the cursor position. How can you break column?

A) Pressing Ctrl+Enter

B) Pressing Alt+Shift+Enter

C) Break command from Layout Tab

D) Both b and c

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