

- 1) Which of the following software is most commonly used for word processing personal computers?
(a) Word perfect (b) Word Star (c) Ms-Word (d) Word 5.0
- 2) Which of the following tool is used in the past to prepare the documents?
(a) Calculator (b) Typewriter (c) Super computer (d) Ms-Word
- 3) Which shortcut key is used to close a file
(a) Ctrl + F4 (b) Alt + F4 (c) Ctrl + F1 (d) Ctrl + F3
- 4) Font size are measured in points and a point is of an inch
(a) 1/36 (b) 1/48 (c) 1/60 (d) 1/72
- 5) Word processor is also called
(a) Electronic typewriter (b) Typing Machine (c) System Software (d) OS
- 6) Which of the following key is used for help in MS-Word word?
(a) F4 (b) F3 (c) F2 (d) F1
- 7) Which of the following is generally found directly below the title bar?
(a) Menu Bar (b) Taskbar (c) Status bar (d) Title bar
- 8) Default setting is
(a) Faulty setting (b) User defined (c) Printing setting (d) System defined
- 9) Zoom allows you to the view of a page on the screen
(a) Enlarge (b) Reduce (c) Both a & b (d) None
- 10) The default color for highlighter is
(a) Red (b) Green (c) Yellow (d) Black
- 11) Header and footer allows you to insert information at the of every page
(a) Top (b) Bottom (c) Middle (d) Both a & b
- 12) Clicking on any of the menu bar items will cause Ms-Word to display a
(a) Toolbar (b) Taskbar (c) Drop down menu (d) Title bar
- 13) Justification is
(a) Alignment as per paper size (b) Right alignment
(c) Left alignment (d) Center alignment
- 14) Ctrl + 5 is for
(a) Double space (b) 5 lines space (c) 1.5 lines space (d) Single space
- 15) The keyboard shortcut to display the spelling and grammar dialogue box is
(a) F6 (b) F7 (c) F8 (d) F9
- 16) An area of memory used for temporary storage of information in word is called
(a) Clipboard (b) RAM (c) Register (d) None
- 17) Ctrl + C is used for
(a) Copy (b) Cut (c) Paste (d) Delete
- 18) Font is also called a
(a) Type face (b) Appearance (c) Size (d) Style
- 19) Which of the following font size is the best for paragraph of text?
(a) 8 (b) 10 (c) 12 (d) 14
- 20) MS Word is a _____ based program
(a) Windows (b) System (c) DOS (d) None
- 21) Which of the following bar is the top most bar of MS-Word?
(a) Status (b) Toolbar (c) Title (d) Menu
- 22) Which of the following view shows you what your text will look like on a web page?
(a) Normal view (b) Web layout view (c) Print layout view (d) Outline view

- 23) Which of the following view shows you what your document will look like when it is printed?
(a) Normal view (b) Web layout view (c) Print layout view (d) Outline view
- 24) Which of the following shortcut keys are used to create a new blank document?
(a) Ctrl + B (b) Ctrl + N (c) Ctrl + O (d) Ctrl + S
- 25) Which of the following shortcut keys are used to open an existing document?
(a) Ctrl + B (b) Ctrl + N (c) Ctrl + O (d) Ctrl + S
- 26) The redline under the words indicates the
(a) Spelling mistakes (b) Grammar mistakes
(c) Both a & b (d) Formatting errors
- 27) In which mode of the OVR is appeared in status bar of Ms-Word window?
(a) Insert mode (b) Overtyping mode (c) Both a & b (d) None
- 28) Which of the following shortcut keys are used to save current document on the disk?
(a) CTRL + D (b) CTRL + T (c) CTRL + S (d) CTRL + O
- 29) Which one option is not in Edit menu?
(a) Undo (b) Redo (c) Find (d) Font
- 30) Shortcut command used for printing is
(a) Ctrl + A (b) Ctrl + S (c) Ctrl + D (d) Ctrl + P
- 31) Press Ctrl + 2 keys for spacing
(a) Single (b) Double (c) Triple (d) None
- 32) CTRL + Y is used for
(a) Undo (b) Redo (c) Find (d) Page break
- 33) Which of the following shortcut keys are uses to past items from clipboard into a specific location of documents?
(a) CTRL + C (b) CTRL + V (c) CTRL + X (d) CTRL + P
- 34) Which keyboard shortcut is used to make the selected word bold?
(a) CTRL + B (b) SHIFT + B (c) ALT + B (d) TAB + B
- 35) Which keyboard shortcut is used for double underline?
(a) Ctrl + Shift + D (b) Ctrl + [(c) Ctrl + Shift + M (d) Shift + F3
- 36) How many points are in one inch?
(a) 10 (b) 12 (c) 40 (d) 72
- 37) What happened when print icon on the standard toolbar is clicked?
(a) Current page of document is printed
(b) Whole of the document is printed
(c) Only the selected text are printed (d) None
- 38) On menu bar of MS-WORD number of items are
(a) 8 (b) 9 (c) 10 (d) 11
- 39) Clicking on the Print icon prints the document currently active in the Word.
(a) Manually (b) Automatically (c) Both "a" and "b" (d) None of these
- 40) Which of the following is used to select the paragraph
(a) Single click (b) Triple click (c) Right click (d) None of these
- 41) Shortcut command used for "Save as"
(a) F1 (b) F2 (c) F11 (d) F12
- 42) Shortcut command used for closing a tile is
(a) Ctrl + T (b) Ctrl + I (c) Ctrl + W (d) Ctrl + C
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- 43) To short cut key for find and replace is
 (a) Ctrl+F (b) Ctrl + H (c) Ctrl+ O (d) Ctrl + P
- The orientation (s) of the paper can be:
 (a) 1 (b) 2 (c) 3 (d) 4
- 44) Decorative text is called
 (a) Serif (b) Scan Serif (c) Both a & b (d) None
- 45) To find a specific word in the document we use
 (a) Ctrl + F (b) Ctrl + Q (c) Ctrl + L (d) Ctrl + R
- 46) To Goto a specific word or number in the document we use
 (a) Ctrl + Q (b) Ctrl + R (c) Ctrl + G (d) Ctrl + D
- 47) Go to beginning of document
 (a) Ctrl + A (b) Ctrl + Home (c) End (d) Shift + Home
- 48) Go to end of document
 (a) End (b) Shift + End (c) Alt + End (d) Ctrl + End
- 49) (37) To change font face we use
 (a) Ctrl + Alt + P (b) Ctrl + Shift+ T (c) Ctrl + Shift+ J (d) Ctrl + Shift+ F

ANSWER KEY

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

SHORT QUESTIONS

Q1: What is Microsoft Word?

MICROSOFT WORD

Microsoft Word is an essential tool for the creation of documents. Microsoft word is the backbone of the office automation. It allows you" to easily combine text, spreadsheets, and graphics into a single application. Microsoft word is a powerful word processing program,

Q2. What is title bar?

TITLE BAR

The title bar is located at the very top of the screen. On the title bar, Microsoft word displays the name of the document in which you are currently working.

Q3. Define Font:

FONT

Font refers to the physical characteristics of a typed character. These characteristics include its typeface, point size, style, pitch and spacing.

Q4: What is the use of scroll bar?

SCROLL BAR

The document window has scroll bars. At the right edge of the document window is a vertical scroll bar, and at the bottom of the document window is the horizontal scroll bar. The scroll bars are used to move up and down, right and left in the document window.

Q5. What is the use of ruler?

THE RULER

The ruler is generally found below the main toolbars. The ruler is used to change the format of your documents quickly.

Q6. What is meant by Drop Cap?

DROP CAP

A drop cap is a large letter that begins a paragraph and drops through several lines of text.

Q7. What is document window?

DOCUMENT WINDOW

The area in which text of document is typed, edited, formatted or displayed etc. is called document window.

Q8. What is undo command?

UNDO COMMAND

The command which is used to cancel an action is called undo command. Each time the undo command is applied, the last action is cancelled. For example, if you accidentally delete text, you can use the undo command to reverse change that you have made in your document.

Q9. What is Redo command?

REDO COMMAND

This command is used to cancel an undo command action. Each time the Redo command is applied, the last undo command action is cancelled.
