

75 IMPORTANT MCQS ON MS WORD

1. Which of these is not the right version of MS-OFFICE?

- A) OFFICE XP
- B) OFFICE VISTA
- C) OFFICE 2007
- D) OFFICE 2010

Correct Answer: B

2. 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

Correct Answer: A

3. MS-Office is

- A) Application Software
- B) System Software
- C) Operating System
- D) All of Above

Correct Answer: A

4. In which layout, the margin of the page is displayed in MS Word –

- A) Outline layout
- B) Web layout
- C) Normal layout
- D) Print layout

Correct Answer: D

5. Which of the following is not a office suite?

- A) MS-Office
- B) Lotus Office
- C) Star Office
- D) Close Office

Correct Answer: D

6. The formatting toolbar has the Minimum and Maximum Size of the font.

- A) 8, 68
- B) 8, 70
- C) 6, 68
- D) 8, 72

Correct Answer: D

7. In a paragraph, the distance between the two rows is called

- A) Spacing
- B) Word Spacing
- C) Line Spacing
- D) Row Spacing

Correct Answer: C

8. Usually in a rows, line spacing is –

- A) 1.5
- B) 2.0
- C) 0.5
- D) 1.0

Correct Answer: D

9. An extension of the file created in MS-Word 2003....

- A) .doc
- B) .docx
- C) .ppt
- D) .exe

Correct Answer: A

10. Which of the following menu is used in MS-Word to change the character size and typeface?

- A) View
- B) Tools
- C) Format
- D) Data

Correct Answer: C

11. In the _____, the first letter of each word comes in a small case and all other letters come in a big case.

- A) Uppercase
- B) Lowercase
- C) Toggle case
- D) Title case

Correct Answer: C

12. By default, _____ header or footer printed

- A) On first page
- B) On every page
- C) On Last page
- D) None Of Above

Correct Answer: B

13. How many maximum lines can be set for the drop cap?

- A) 15
- B) 20
- C) 10
- D) Undefined

Correct Answer: C

14. Which of the following options is in Slide Templates?

- A) Graphics, text, styles, macros
- B) Customized word command setting
- C) Auto text entries
- D) All of above

Correct Answer: D) All of above

15. Why drop cap is used in the document

- A) To drop all the capital letters
- B) Every paragraph starts automatically with the capital letters
- C) Beginning the paragraph with a large capital letter
- D) None of these

Correct Answer: C

16. Which of the following is not a font style?

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

Correct Answer: D

17. Which of the following options is not in the Insert – Picture menu?

- A) Chart
- B) Graph
- C) Clip Art
- D) Word Art

Correct Answer: B

18. Which of these commands is not available in the Tools Menu?

- A) Auto summarize
- B) Auto text
- C) Macro
- D) Autocorrect

Correct Answer: B

19. Superscript, subscript, outline, emboss, engrave are known as

- A) Font effects

- B) Text effects
- C) Font styles
- D) Word Art

Correct Answer: A

20. The name of the font used by default in MS-Word.

- A) Times New Roman
- B) Algerian
- C) Arial
- D) None of These

Correct Answer: A

21. In which toolbar you can get the Format painter tool.

- A) Picture toolbar
- B) Formatting toolbar
- C) Drawing toolbar
- D) Standard toolbar

Correct Answer: D

22. We can search _____ by using the Find option.

- A) Characters
- B) Formats

- C) Symbols
- D) All of These

Correct Answer: D

23. What is MS-Word?

- A) Operating System
- B) Typing Tutor Software
- C) Word Processing Software
- D) A Game

Correct Answer: C

24. What is the Shortcut-Key, to open 'Open Dialog Box'

- A) F12
- B) Shift + F12
- C) Alt + F12
- D) Ctrl + F12

Correct Answer: D

25. The effect shown in the Background Color or Document does not appear in the _____

- A) Print Preview
- B) Print Layout View

- C) Reading View
- D) Web Page Layout

Correct Answer: A

26. Which of these options is not correct?

- A) Title Bar
- B) Status Bar
- C) Properties Bar
- D) Down Bar

Correct Answer: D

27. Which of the following options is not in the Window menu?

- A) New window
- B) Help
- C) Arrange All
- D) Split

Correct Answer: B

28. Insert Date, Format Page Number, and Insert Auto text is the buttons of _____ toolbar

- A) Formatting
- B) Header and Footer

- C) Standard
- D) Edit

Correct Answer: B

29. Page Border option is in the _____ menu.

- A) Insert
- B) Format
- C) Tools
- D) View

Correct Answer: B

30. Copied Data in MS-Word is shown in

- A) Task bar
- B) Task pane
- C) Clip art
- D) None of these

Correct Answer: D

31. How many steps are there in Mail Merger?

- A) 5
- B) 6
- C) 7

D) 8

Correct Answer: B

32. Which menu contains the option of Bullets and Numbering?

A) Insert

B) Format

C) Tools

D) View

Correct Answer: B

33. What is the shortcut key to break the line?

A) CTRL + Enter

B) Alt + Enter

C) Shift + Enter

D) Space + Enter

Correct Answer: C

34. How many types of summaries can we create in “Auto Summarize option” in MS Word

A) 3

B) 4

C) 5

D) 6

Correct Answer: B

35. The maximum number of characters in the file name created in MS Windows can be

A) 256

B) 255

C) 8

D) 11

Correct Answer: B

36. With the help of which of these toolbar we can change the font size and color

A) Standard

B) Formatting

C) Print Preview

D) None of these

Correct Answer: B

37. Gutter's position can be –

A) Left & Right

B) Left & Top

C) Left & Bottom

D) Left Only

Correct Answer: B

38. What is the default margin on the left of the document page in Word 2003

A) 1"

B) 1.25"

C) 1.5"

D) 2"

Correct Answer: B

39. Which of the following is not a toolbar?

A) Word count Toolbar

B) Table and Border Toolbar

C) Reviewing Toolbar

D) Document Map Toolbar

Correct Answer: D

40. What is the shortcut key to change the case of a text?

A) Shift + F3

B) Ctrl + F5

C) Shift + C

D) Ctrl + K

Correct Answer: A

41. What is the shortcut key to making a Character Superscript?

- A) Ctrl + Shift + =
- B) Ctrl + Shift + }
- C) Ctrl + =
- D) Ctrl + {

Correct Answer: C

42. How many ways can we save a document in MS Word

- A) 3
- B) 4
- C) 5
- D) 6

Correct Answer: A

43. Which of these features is used to paste text without formatting it?

- A) Paste Special
- B) Format Painter
- C) Page Setup
- D) Clear Formatting

Correct Answer: A

44. What is the shortcut key to open Thesaurus Window?

- A) Ctrl + F7
- B) F7
- C) Shift + F7
- D) Alt + F7

Correct Answer: C

45. Which of these options is used to send a similar Letter to different people?

- A) Macros
- B) Template
- C) Mail merge
- D) Auto Send

Correct Answer: C

46. In the Ms Word 2007, Document File Extension is Success Redefined

- A) WPF
- B) TXT
- C) DOC
- D) DOCX

Correct Answer: D

47. In which view of MS Word, the background color and effects are shown

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

Correct Answer: B

48. F12 Key is used for _____

- A) Save As dialog box
- B) Spelling & Grammar dialog box
- C) Chart Wizard
- D) Font dialog box

Correct Answer: A

49. What is Portrait and Landscape?

- A) Page Orientation
- B) Paper Size
- C) Page Layout
- D) Page Margin

Correct Answer: A

50. What is the Short Cut Key for Checking Spell?

- A) F1

B) F2

C) F7

D) F9

Correct Answer: C

51. Which of these options is used to move text?

A) Copy and Paste

B) Cut and Paste

C) Paste and Delete

D) Paste and Cut

Correct Answer: B

52. Which option is used to replace the already saved document's location

A) Save as

B) Save

C) Open

D) Permission

Correct Answer: A

53. Ctrl + E is used for

A) Re-Open the last closed document

B) Insert Hyperlink

- C) Insert Bullets & Numbering
- D) Center align the selected Paragraph

Correct Answer: D

54. How to use the Format Painter tool more than once.

- A) Click on Lock Format Painter Icon
- B) Double Click on Format Painter Icon
- C) Selecting Edit – Format Painter – multiple use
- D) Cannot use the Format Painter tool more than once.

Correct Answer: B

55. Which of the following option is used to change the margin?

- A) Formatting toolbar
- B) Page setup dialog box
- C) Standard toolbar
- D) Header & Footer dialog box

Correct Answer: B

56. Which page size is set by default in Ms Word?

- A) Letter
- B) Legal
- C) A4

D) A3

Correct Answer: A

57. Which of the following View, Header and Footer are appeared

- A) Normal View
- B) Page Layout View
- C) Print Layout View
- D) Draft View

Correct Answer: C

58. With the help of which of these options spelling mistakes are corrected

- A) Auto Format
- B) Auto Text
- C) Auto Correct
- D) Auto Spell



Correct Answer: C

59. Which menu is used to insert the chart option in MS WORD?

- A) Edit
- B) Insert
- C) Format
- D) Tools

Correct Answer: B

60. _____ is inserted at the end of the document

- A) Footer
- B) Foot Note
- C) End Note
- D) Header

Correct Answer: A

61. Maximum Font Size in the Formatting Toolbar –

- A) 72
- B) 82
- C) 48
- D) 92

Correct Answer: A

62. How many text alignments are in MS WORD?

- A) 2
- B) 3
- C) 4
- D) 5

Correct Answer: C

63. Which of these options is displayed at Bottom in every page?

- A) Header
- B) Foot Note
- C) Title
- D) Footer

Correct Answer: D

64. Minimum Font Size in the Formatting Toolbar -

- A) 4
- B) 6
- C) 8
- D) 10

Correct Answer: C

65. Which key is used to delete the Character from the right side of the cursor

- A) Back space
- B) Delete
- C) Shift
- D) Delete +Enter

Correct Answer: B

66. Bullets and Numbering tools are used for

- A) To create a list
- B) To provide page numbers
- C) To drawing
- D) All of these

Correct Answer: A

67. In word Processing, the best option to shift third paragraph after the fifth paragraph

- A) Cut and Paste
- B) Copy and Paste
- C) Delete and Copy
- D) Edit and Paste

Correct Answer: A

68. Which program is used to correct spelling in Ms Word.

- A) Spell pro
- B) Spell Check
- C) Outlook Express
- D) All of these

Correct Answer: B

69. Which is not related to text formatting?

- A) Line spacing
- B) Text Spacing
- C) Margin change
- D) Searching

Correct Answer: D

70. Which menu is selected to cut, copy, and paste.

- A) File
- B) Tools
- C) Edit
- D) Special

Correct Answer: C

71. What is the name given to a Document by the user?

- A) File Name
- B) Program
- C) Record
- D) Data

Correct Answer: A

72. Which executable files are used to start MS Word?

- A) Word.exe

- B) Winword.exe
- C) MSword.exe
- D) None of the above

Correct Answer: B

73. What is the use of thesaurus tool in MS-Word?

- A) Synonyms and Antonyms words
- B) Grammar options
- C) Spelling suggestions
- D) All of the above

Correct Answer: A

74. In which of the following menu is used in making columns.

- A) Format
- B) Insert
- C) View
- D) Tools

Correct Answer: A

75. In the Ms Word, which key is pressed with the mouse to select a sentence.

- A) Shift
- B) Ctrl

C) Alt

D) Space

Correct Answer: B

