

## 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

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**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** 

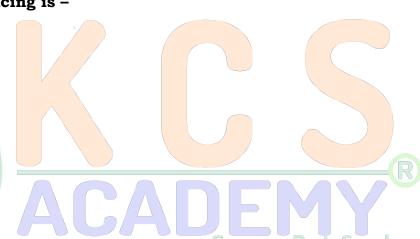


- 7. In a paragraph, the distance between the two rows is called ......
- A) Spacing
- B) Word Spacing
- C) Line Spacing
- D) Row Spacing

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

**Correct Answer: A** 

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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

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#### 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?

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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	Success regerined			
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) Bold			
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	B) Italic			
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	C) Regular			
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	D) Superscript			
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	Correct Answer: D			
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	17. Which of the following options is not in the Insert - Picture menu?			
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) Chart			
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	B) Graph			
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	C) Clip Art			
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	D) Word Art			
A) Auto summarize  B) Auto text C) Macro D) Autocorrect  Correct Answer: B  19. Superscript, subscript, outline, emboss, engrave are known as	Correct Answer: B			
B) Auto text C) Macro D) Autocorrect Correct Answer: B 19. Superscript, subscript, outline, emboss, engrave are known as	18. Which of these commands is not available in the Tools Menu?			
C) Macro D) Autocorrect Correct Answer: B 19. Superscript, subscript, outline, emboss, engrave are known as	A) Auto summarize ————————————————————————————————————			
D) Autocorrect  Correct Answer: B  19. Superscript, subscript, outline, emboss, engrave are known as	B) Auto text			
Correct Answer: B  19. Superscript, subscript, outline, emboss, engrave are known as	C) Macro			
19. Superscript, subscript, outline, emboss, engrave are known as	D) Autocorrect			
	Correct Answer: B			
A) Font effects	19. Superscript, subscript, outline, emboss, engrave are known as			
	A) Font effects			

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B) Formats			
A) Characters			
22. We can search	_ by using the Find option.		
Correct Answer: D			
D) Standard toolbar			
C) Drawing toolbar			
B) Formatting toolbar	Success Redefined		
A) Picture toolbar	AGAULMY		
21. In which toolbar you can	get the Format painter tool.		
Correct Answer: A			
D) None of These			
C) Arial			
B) Algerian			
A) Times New Roman			
20. The name of the font used by default in MS-Word.			
Correct Answer: A			
D) Word Art			
C) Font styles			
B) Text effects			

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- 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

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- 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

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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

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D) 8

Correct Answer: B

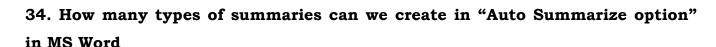
- 32. Which menu contains the option of Bullets and Numbering?
- A) Insert
- B) Format
- C) Tools
- D) View

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

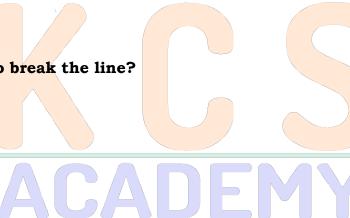
Correct Answer: C



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

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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

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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

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#### **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

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- 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** 



- 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

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- 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

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- 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

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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

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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 Success Redefined
62. How many text alignments are in MS WORD?
A) 2
B) 3
C) 4
D) 5
Correct Answer: C

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#### 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

# ACADEMY R

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

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- 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



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

**Correct Answer: B** 

69. Which is not related to text formatting?

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- 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



- 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

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Success Redefined



- 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

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Success Redefined



C) Alt

D) Space

**Correct Answer: B** 

