

# MICROSOFT WORD MCQ BASED COMPUTER MCQ PRACTICE QUESTIONS AND ANSWERS PDF WITH EXPLANATION

For All Competitive SSC, Bank, IBPS, UPSC, Railway, IT & Other Govt. Exams

Created By [Careericons](https://careericons.com) Team

---

**Q1.** Which of the following is best for quick copy operation?

- a) Copy and Paste
  - b) Windows Clipboard
  - c) Drag and Drop
  - d) Auto Text
  - e) None of these
- 

**Q2.** Which would you choose to display the statistics about a document?

- a) tools, word count
  - b) insert, statistics
  - c) tools, spelling and grammar
  - d) tools, statistics
  - e) None of these
- 

**Q3.** Which of the following is not a type of page margin?

- a) Left
  - b) Right
  - c) Center
  - d) Top
  - e) None of these
- 

**Q4.** Which of the following is not of the merge process?

- a) Sort the data source records
- b) Format a main document
- c) Edit a data source
- d) Merge the two files to print or create a new document
- e) None of these

**5000+ FREE COMPUTER MCQ QUESTION BANK FOR ALL SSC, UPSC, BANK, RAILWAY EXAMS**

[Free Practice MCQs »](#)

[Download More PDF »](#)

[Free Online Quiz »](#)

---

**Q5.** Which enables us to send the same letter to different persons ?

- a) macros
- b) template
- c) mail merge
- d) indent
- e) None of these

---

**Q6.** Which do you press to force a page break?

- a) CTRL+ALT
- b) CTRL+ break
- c) CTRL+ Enter
- d) Alt + Shift
- e) None of these

---

**Q7.** Which of the following position-is not available for fonts on MS Word?

- a) Normal
- b) Raised

- c) Lowered
  - d) Centered
  - e) None of these
- 

**Q8.** How can you access the font size tool on formatting toolbar?

- a) Ctrl + S
  - b) Ctrl + Shift + S
  - c) Ctrl + P
  - d) Ctrl + Shift + P
  - e) None of these
- 

**Q9.** Which option enables automatic updates in destination documents?

- a) embedding
  - b) objects
  - c) links
  - d) relationships
  - e) None of these
- 

**Q10.** Which key is used to select all the text in the document?

- a) Ctrl +T
  - b) Ctrl +A
  - c) Ctrl +F
  - d) Ctrl +N
  - e) None of these
- 

**Q11.** What do you call 'a collection of character and paragraph formatting commands'?

- a) the defaults
  - b) a template
  - c) a style
  - d) a boiler plate
  - e) None of these
- 

**Q12.** Switching between portrait and landscape modes involves the:

- a) header and footer toolbar
- b) print layout view
- c) page setup dialog box
- d) All of the above
- e) None of these

**1000+ FREE MICROSOFT WORD MCQ BASED QUESTIONS AND ANSWERS FOR ALL COMPETITIVE EXAMS**

[Free Practice MCQs »](#)

[Download More PDF »](#)

[Free Online Quiz »](#)

**Q13.** What are inserted as cross-reference in Word?

- a) Placeholders
  - b) Bookmarks
  - c) Objects
  - d) Word fields
  - e) None of these
- 

**Q14.** Which of the following is used to create newspaper style columns?

- a) Format Tabs
- b) Table Insert Table
- c) Insert Textbox

- d) Format Columns
  - e) None of these
- 

**Q15.** You cannot close MS Word application by

- a) Choosing File menu then Exit submenu
  - b) Press Alt+F4
  - c) Click X button on title bar
  - d) From File menu choose Close submenu
  - e) None of these
- 

[Read More ms word Question and Answers »](#)

**Answers to the above questions :**

**Q1. Answer: (c)**

**Q2. Answer: (a)**

**Q3. Answer: (c)**

Centre is not a type of page margin. The top, bottom, left, and other sides of a paragraph are known as margins.

**5000+ COMPUTER MCQ TOPIC WISE MCQ QUESTION BANK WITH SOLVED ANSWERS & FREE PDF**

[FUNDAMENTAL & CONCEPTS OF COMPUTER](#)

[COMPUTER SECURITY](#)

[COMPUTER ACRONYMS & ABBREVIATION](#)

[BASICS OF HARDWARE & SOFTWARE](#)

[INPUT & OUTPUT DEVICES](#)

[OPERATING SYSTEM](#)

[SOFTWARE CONCEPTS](#)

[SOFTWARE ENGINEERING](#)

[DATA STRUCTURES & ALGORITHMS](#)

[COMPUTER NETWORKS](#)

[PARALLEL COMPUTING](#)

[WINDOW PROGRAMMING](#)

[INTERNET AWARENESS](#)

[MICROSOFT WINDOWS OPERATING SYSTEM](#)

[MICROSOFT WINDOWS KEYBOARD SHORTCUTS](#)

[MICROSOFT OFFICE QUIZ](#)

[MICROSOFT WORD MCQ](#)

[MICROSOFT EXCEL Q/A](#)

[MICROSOFT POWERPOINT Q/A](#)

[MICROSOFT ACCESS MCQ](#)

[COMPUTER MEMORY MCQ](#)

[DATA BASE MANAGEMENT SYSTEM \(DBMS\)](#)

[DATA MINING AND DATA WARE HOUSE](#)

[ELECTRONICS DATA PROCESSING](#)

**Q4. Answer: (a)**

**Q5. Answer: (c)**

**Q6. Answer: (c)**

You can force a page break in Word by positioning your cursor at the appropriate place and pressing Ctrl + Enter.

**Q7. Answer: (d)**

**Q8. Answer: (d)**

Ctrl + Shift + P command is used to access the font size tool on the formatting toolbar

**Q9. Answer: (c)**

**Q10. Answer: (b)**

Press Ctrl+A on your keyboard to select all text in the document.

**Q11. Answer: (c)**

**Q12. Answer: (c)**

**Q13. Answer: (d)**

Cross-references are inserted into your document as fields. A field is a set of information that instructs Word to insert text, graphics, page numbers, and other material into a document automatically. For example, the DATE field inserts the current date.

**Q14. Answer: (d)**

Newspaper articles, Newsletters, and Flyers—are often written in column format. Word also allows us to adjust your columns by adding column breaks.

**Q15. Answer: (d)**

If you enter the file menu and then close the sub-menu, it will not allow applications to exit.

The cross button on a program's title bar is coloured in red or some other contrasting colour and is the simplest and most obvious way to close the application.

On our site **Careerions.com**, You can find all the content you need to prepare for any kind of exam like. **Verbal Reasoning, Non-Verbal Reasoning, Aptitude, English, Computer, History, Polity, Economy, Geography, General Science, General Awareness** & So on. Make use of our expert-curated content to get an edge over your competition and prepare for your exams effectively.

Practice with our **Free Practice MCQs, Mock Tests Series, Online Quiz** and get an idea of the real exam environment. Keep track of your progress with our detailed performance reports. They are perfect for competitive exam preparation, as well as for brushing up on basic & fundamental knowledge. The questions are updated regularly to keep up with the changing syllabuses.

careericons.com