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Created By Careericons 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

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- 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?

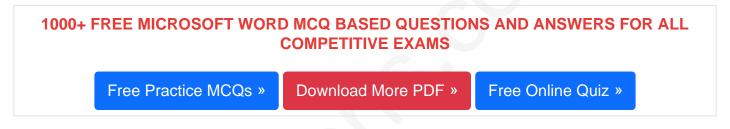
- a) Ctrl +T
- b) Ctrl +A
- c) Ctrl +F
- d) Ctrl +N
- e) None of these

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



- 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

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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.

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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.

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