

# 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

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**Q1.** Which of the following is not valid version of MS Office?

- a) Office XP
  - b) Office Vista
  - c) Office 2007
  - d) Office Classic
  - e) None of these
- 

**Q2.** In Word, the mailing list is known as the

- a) Datasheet
  - b) Source .
  - c) Data source
  - d) Sheet
  - e) None of these
- 

**Q3.** If you need to double underline a word, how will you do that?

- a) Go to Format menu and then Font option. Open Underline Style and choose Double Underline
  - b) From Format menu choose Font option and then from Font tab open Underline Style and select Double Underline
  - c) Select the text then choose Format >> Font and on Font tab open Underline Style and choose Double Underline
  - d) Click double underline tool on formatting toolbar
  - e) None of these
-

**Q4.** If you need to change the typeface of a document, which menu will you choose?

- a) Edit
- b) View
- c) Format
- d) Tools
- e) None of these

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**Q5.** Which of the following option in File pull down menu is used to close a MS Word document?

- a) Quit
- b) Close
- c) Exit
- d) New
- e) None of these

**Q6.** The minimum number of rows and columns in MS Word document is

- a) 1 and 1
- b) 2 and 1
- c) 2 and 2
- d) 3 and 3
- e) None of these

**Q7.** What is the default left margin in Word 2003 document?

- a) 1"
  - b) 1.25"
  - c) 1.5"
  - d) 2"
  - e) None of these
- 

**Q8.** Pressing F8 key for three times select

- a) A word
  - b) A sentence
  - c) A paragraph
  - d) Entire document
  - e) None of these
- 

**Q9.** By default, your document prints with:

- a) 1 inch top and bottom margins
  - b) a portrait orientation
  - c) 1.25 inches left and right margins
  - d) all of the above
  - e) None of these
- 

**Q10.** The key F12 opens a

- a) Save As dialog box
  - b) Open dialog box
  - c) Save dialog box
  - d) Close dialog box
  - e) None of these
-

**Q11.** Which of the following do you \* use to change margins?

- a) formatting tool bar
  - b) page setup dialog box
  - c) Standard toolbar
  - d) paragraph dialog box
  - e) None of these
- 

**Q12.** Which of the following can be used to divide a web page into areas?

- a) frames
- b) theme
- c) table of contents
- d) none of the above
- e) None of these

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**Q13.** If you need to hide some paragraphs, how can you do it?

- a) From Paragraph dialog box
  - b) From Font dialog box
  - c) From Options Dialog box
  - d) All of above
  - e) None of these
- 

**Q14.** What happens if you press Ctrl + Shift + F8?

- a) It activates extended selection
- b) It activates the rectangular selection

- c) It selects the paragraph on which the insertion line is.
- d) Insert picture
- e) None of these

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**Q15.** Which would you choose to save a document with a new name?

- a) Press Ctrl +S
- b) Click File, Save
- c) Click Tools, Options, Save
- d) Click File, Save As
- e) None of these

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**Answers to the above questions :**

**Q1. Answer: (b)**

**Q2. Answer: (c)**

**Q3. Answer: (c)**

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**Q4. Answer: (c)**

**Q5. Answer: (b)**

**Q6. Answer: (a)**

**Q7. Answer: (b)**

**Q8. Answer: (b)**

**Q9. Answer: (d)**

**Q10. Answer: (a)**

**Q11. Answer: (b)**

**Q12. Answer: (a)**

**Q13. Answer: (b)**

**Q14. Answer: (b)**

**Q15. Answer: (d)**

Click File, Save As because only the save as option will let us rename a file.

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