

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

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Created By [Careericons](#) Team

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**Q1.** In Microsoft Word shortcut DELETE is for

- a) Paste something
  - b) Undo something
  - c) Delete something
  - d) None of these
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**Q2.** In Microsoft Word shortcut key CTRL+R is used for

- a) Update the current Web page
  - b) Open the Print dialog box
  - c) Close the current window
  - d) None of these
- 

**Q3.** In Microsoft Word move the insertion point to the beginning of the previous paragraph

- a) CTRL+LEFT ARROW
  - b) CTRL+DOWN ARROW
  - c) CTRL+RIGHT ARROW
  - d) None of these
- 

**Q4.** In Microsoft Word shortcut key CTRL+E is used for

- a) Open the History bar
- b) Open the Organize Favorites dialog box

- c) Open the Search bar
- d) Start the Find utility

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**Q5.** Graphics for word processor

- a) Execute
- b) Peripheral
- c) Clip art
- d) Highlight

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**Q6.** In Microsoft Word system to copy something the following shortcut is used

- a) CTRL+V
- b) CTRL+C
- c) CTRL+X
- d) None of these

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**Q7.** In Microsoft Word using CTRL+SHIFT with any of the arrow keys

- a) Paste something
- b) Highlight a block of text
- c) Delete something
- d) None of these

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**Q8.** In Microsoft Word shortcut key CTRL+H is used for

- a) Open the History bar
- b) Open the Organize Favorites dialog box

- c) Open the Search bar
  - d) Start the Find utility
- 

**Q9.** Why are headers and footers used in document?

- a) To allow page headers and footers to appear on document when it is printed
  - b) To make large document more readable
  - c) To mark the starting and ending of a page
  - d) To enhance the overall appearance of the document
- 

**Q10.** In Microsoft Word to delete the selected item permanently without placing the item in the Recycle Bin

- a) Shortcut CTRL+SHIFT while dragging an item
  - b) Shortcut SHIFT+DELETE
  - c) Shortcut CTRL while dragging an item
  - d) None of these
- 

**Q11.** In Microsoft Word shortcut for copy is

- a) CTRL+V
  - b) CTRL+C
  - c) CTRL+X
  - d) None of these
- 

**Q12.** In Microsoft Word shortcut key CTRL+O is used for

- a) Open the Favorites bar
- b) Start another instance of the browser with the same Web address
- c) Open the Open dialog box
- d) Open the Open dialog box, the same as CTRL+L

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**Q13.** In Microsoft Word to cut something the following shortcut is used

- a) CTRL+X
- b) CTRL+V
- c) CTRL+C
- d) None of these

**Q14.** What does Ctrl + B shortcut accomplish in Ms-Word?

- a) It applies Italic formatting to the selected text.
- b) It converts selected text into the next larger size of the same font
- c) It adds a line break to the document
- d) It makes the selected text bold

**Q15.** In Microsoft Word move the insertion point to the beginning of the previous word

- a) Shortcut CTRL+DOWN ARROW
- b) Shortcut CTRL+RIGHT ARROW
- c) Shortcut CTRL+LEFT ARROW
- d) None of these

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**Answers to the above questions :**

**Q1. Answer: (c)**

**Q2. Answer: (a)**

**Q3. Answer: (d)**

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**Q4. Answer: (c)**

**Q5. Answer: (c)**

**Q6. Answer: (b)**

**Q7. Answer: (b)**

**Q8. Answer: (a)**

**Q9. Answer: (a)**

**Q10. Answer: (b)**

**Q11. Answer: (b)**

**Q12. Answer: (d)**

**Q13. Answer: (a)**

**Q14. Answer: (d)**

**Q15. Answer: (c)**

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