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

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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

Q2. In Microsoft Word shortcut key CTRL+R is used for

a) Update the current Web page

b) Open the Print dialog box
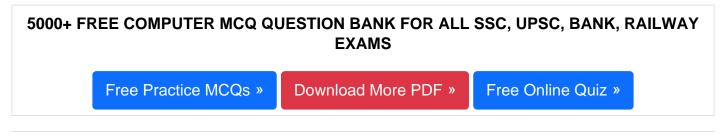
c) Close the current window

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

Q5. Graphics for word processor

a) Execute

b) Peripheral

c) Clip art

d) Highlight

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

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

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
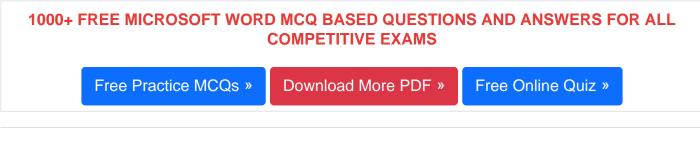
a) Shortcut CTRL+SHIFT while dragging an item

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

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 t 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)

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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