## 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 Team

**Q1.** If you will be displaying or printing your document on another computer, you'll want to make sure and select the \_\_\_\_\_ option under the 'Save' tab.

- a) Embed Fonts
- b) Embed True Type Fonts
- c) Save True Type Fonts
- d) Save Fonts
- e) None of these
- Q2. Thesaurus tool in MS Word is used for
- a) Spelling suggestions
- b) Grammar options
- c) Synonyms and Antonyms words
- d) All of above
- e) None of these
- Q3. Which key deletes the character to the right of the cursor?
- a) End
- b) Backspace
- c) Home
- d) Delete None of these

Q4. Changing the appearance of a document is called

- a) Proofing
- b) Editing
- c) Formatting
- d) All of above

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- Q5. Which language does MS-Word use to create Macros?
- a) Visual C++
- b) Visual Basic
- c) FoxPro
- d) Access
- e) None of these

Q6. How can you increase the font size of selected text by one point every time?

- a) By pressing Ctrl+]
- b) By pressing Ctrl + [
- c) By pressing Ctrl + }
- d) By pressing Ctrl + {
- e) None of these

Q7. To undo the last work, press.....

- a) Ctrl +U
- b) Ctrl +Y,
- c) Ctrl +Z

- d) Ctrl +W
- e) None of these

Q8. How can you remove tab stop markers from ruler?

- a) Double click the tab marker and choose Clear All
- b) Drag the tab stop marker out of the ruler
- c) Right click the tab stop marker and choose remove
- d) All of above
- e) None of these
- Q9. How do you magnify your document?
- a) View, Zoom
- b) Format, Font
- c) Tools, Options
- d) Tools, Customize
- e) None of these

Q10. How can you break the current column and start a new column immediately?

- a) Press Ctrl + Shift + Enter
- b) Press Alt + Enter
- c) Press Ctrl + Enter
- d) Press Alt + Shift + Enter
- e) None of these

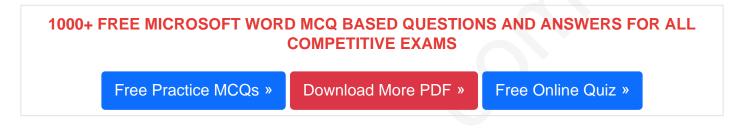
Q11. To move the cursor page to page of document

- a) Ctrl + PgDn
- b) Ctrl + PgUp

- c) Both of above
- d) Ctrl + Right Key
- e) None of these

Q12. How many different positions can you set for drop cap?

- a) 1
- b) 2
- c) 4
- d) 6
- e) None of these



Q13. Background color or effects applied on a document is not visible in

- a) Web layout view
- b) Print Layout view
- c) Reading View
- d) Print Preview V1
- e) None of these

**Q14.** Auto text and Auto correct are \_\_\_\_\_ tools

- a) styling
- b) editing
- c) designing
- d) none of the above
- e) None of these

Q15. What does Ctrl + - key effect?

- a) Superscript
- b) Subscript
- c) All Caps
- d) Shadow
- e) None of these

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## Answers to the above questions :

Q1. Answer: (b)

Q2. Answer: (c)

Q3. Answer: (d)

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COMPUTER MEMORY MCQ	DATA BA	ASE MANAGEMENT SYSTEM (DBMS)
DATA MINING AND DATA WARE	E HOUSE	ELECTRONICS DATA PROCESSING
Q4. Answer: (c)		
Q5. Answer: (b)		
Q6. Answer: (a)		
Q7. Answer: (c)		
Q8. Answer: (b)		
Q9. Answer: (a)		
Q10. Answer: (a)		
Q11. Answer: (c)		
Q12. Answer: (b)		

Q13. Answer: (d)

Q14. Answer: (b)

Q15. Answer: (b)

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