

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
 - e) 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

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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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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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